



**DELEGATE TO**

# elevate

**LOVE / GREAT**

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**LIKE / GOOD**

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**DON'T LIKE / GOOD**

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**DON'T LIKE / NOT GOOD**

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# The Goal

What you want to be concentrating on is delegating the tasks in the bottom two boxes, ultimately working towards spending 80% of your time in the top left box, tasks you love/are great at. This is your zone of genius.

## To Get There

1. Print page one of this PDF and keep it on your desk.
2. Over the next couple of weeks, add every task you do to the grid.
3. Start delegating tasks in the bottom two boxes. These are the tasks we'd evaluate for you using our 5-step process:
  - a. Eliminate
  - b. Systemise
  - c. Delegate
  - d. Automate
  - e. Measure

So you're working smarter, spending 80% of your time in your zone of genius.

## Tip

If you're tracking your time using a tool like Toggl or Clockify, tag your tasks with the four grid headings.

Doing this means you'll be able to see at a glance how much time you're spending in each grid, and how much time you'll win back when you shift those tasks you shouldn't be doing.