

Eliminate to Elevate



As the owner and visionary of the company you need to protect your time and energy at all costs.

It is easy to become consumed in the day to day and continue what we've always done to this point.

Progress is dependent on you being in your zone of genius.

Allocate your tasks to the categories of stop doing, do less of, do more of below.

Stop doing (incompetent and competent tasks)

Less of (competent and excellent tasks)

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More of (genius zone)

CATEGORISE YOUR TASKS:

What can be eliminated from your list altogether as they are no longer needed?

What needs to be systemised so that someone else could do it?

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What is already systemised that could be automated?

Actions:

1. Eliminate the tasks that are no longer required
2. Create your list of tasks to be systemised.
3. Add your genius activities to your calendar as recurring events. Always add your genius activities to your calendar first, then add the excellent, then add buffer times in the event that something comes up.