

EMPOWERED PEOPLE

3 IN 6

To help identify your core roles and responsibilities, here are two exercises from *Eat That Frog: 21 Ways to Stop Procrastinating and Get More Done in Less Time* by Brian Tracy. This book is a quick read, but important if you struggle with procrastination, which is most people out there. In the book, Tracy outlines the following two exercises. Again, this is all in an effort for us to equip you for any given task at hand.

EXERCISE ONE

Write an initial brain dump (on the back of this card or in your journal) of all you do on a regular basis for your business. This could be 40+ or 80+ things, but it's more than you realize – try for as many as you can. Let this exercise be a reminder of how much you do for your company. Once you're finished, go back through the list and circle the TOP SIX tasks you think are most important to doing your job well. Write them down.

EXERCISE TWO

Set a timer on your phone for 30 seconds. Start the timer and write down which THREE OF THOSE SIX are most important to your role. Once the timer goes off, pencils down. (Sorry for the awful flashback to high school). In the book, Tracy states “90 percent of the value you contribute to your company is contained in these three tasks.” Even though we know the other 10% is still important.
