Take Action Results
Profit! Freedom! Lifestyle!

Own Your Schedule

Own Your Schedule

The objective of getting control of your schedule is **NOT** to find you more time to do more productive work – it is to find you more time to do anything you want, hopefully outside of work.
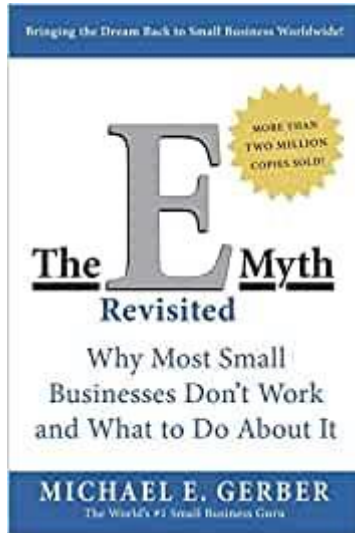
Own Your Schedule

1. The importance of having a **SYSTEM** which stands for Save Your Self Time, Energy and Money
2. Time is a Business KPI
3. 3 Strategies to identifying your Time Value
4. Applying the A-DOER Mnemonic
5. Creating a delegation plan
6. Creating an apprenticeship plan
7. Creating a New Time Paradigm

A Well Run Business

Systems Run the Business

People Run the Systems

Owner Leads the People

Time is a KPI

	Time Tracking Worksheet				
	See the Direction pdf for using this form.				
	Activity	Covey	Skill	Fun/Interest	Value
6:30					
6:45					
7:00					
7:15					
7:30					
7:45					
8:00					
8:15					
8:30					
8:45					
9:00					
9:15					
9:30					
9:45					
10:00					
10:15					
10:30					
10:45					
11:00					
11:15					
11:30					
11:45					
12:00					

Covey Matrix

	Urgent	Not Urgent
Important	**I** ➤ Crises ➤ Pressing problems ➤ Firefighting ➤ Major scrap and rework ➤ Deadline-driven projects	**II** ➤ Prevention ➤ *Production capability* activities ➤ Relationship building ➤ Recognizing new opportunities ➤ Planning ➤ *Re*-creation
Not Important	**III** ➤ Interruptions ➤ Some calls ➤ Some mail ➤ Some reports ➤ Some meetings ➤ Proximate pressing matters ➤ Popular activities ➤ Some scrap & rework	**IV** ➤ Trivia ➤ Busywork ➤ Some mail ➤ Some phone calls ➤ Time-wasters ➤ Pleasant activities

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THE **7** HABITS OF HIGHLY EFFECTIVE PEOPLE

POWERFUL LESSONS IN PERSONAL CHANGE

WITH A FOREWORD BY JIM COLLINS, author of *Good to Great* and co-author of *Great by Choice*

Stephen R. Covey

Skill/Fun Matrix

Mike Michalowicz
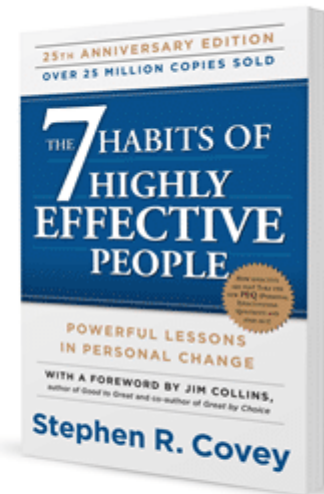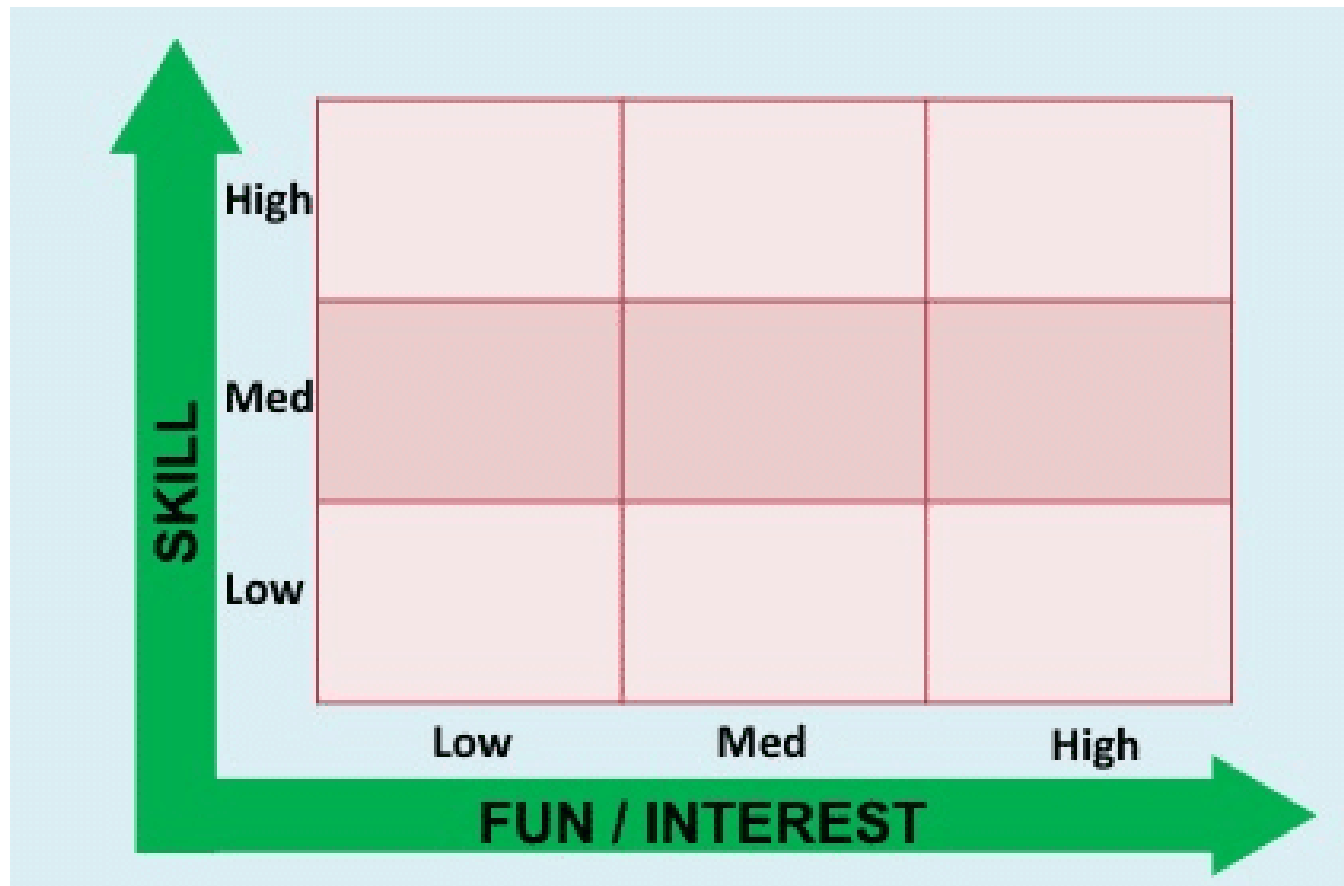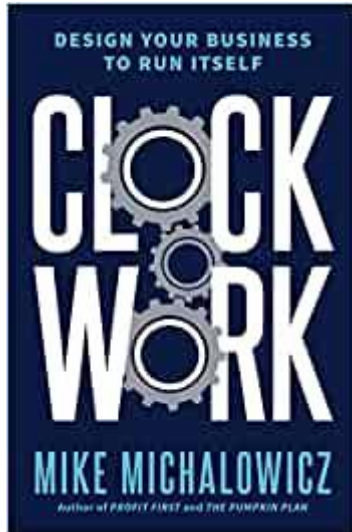
The 4 D's - Doing, Deciding, Delegating and Designing

A-DOER Mnemonic

A = Automate

D = Delegate

O = Outsource

E = Eliminate

R = Reduce

Delegation Plan

A deliberate plan to learn how to delegate tasks and responsibilities to your team and ensure they are completed to your standards and expectations.

What is Delegation?

What it is - Delegation is the assignment of any authority to another person (normally from a manager to a subordinate) to carry out specific activities (Wikipedia).

What it is not – Delegation is not just about handing off tasks without very specific guidance and expectations.

Poor Delegation = Abdication

Benefits of Delegation?

1. Completely freeing the owner from certain tasks and responsibilities.

2. Creates a framework for responsibility and accountability

3. Develops a corporate culture for employee value

4. Creates a model to move beyond delegation to full employee empowerment.

Components of Delegation

Authority

Responsibility

Accountability

The 9 Steps to Effective Delegation

1. Define the Task
2. Select the Individual or Team
3. Assess their Ability
4. Explain the Reasons
5. State Required Results
6. Provide Resources
7. Agree to Deadlines
8. Support and Communication
9. Give Feedback on Results

The 5 Levels of Responsibility and Accountability

Highest Responsibility and Accountability

"Decide where action needs to be taken and manage the situation accordingly. It's your area of responsibility now."

"Decide and take action - let me know what you did (and what happened)."

"Give me your analysis of the situation and recommendation. I'll let you know whether you can go ahead."

"Look into this and tell me the situation. We'll decide together."

Lowest

"Do exactly what I say." or "Follow these instructions precisely."

Apprenticeship Plan

A deliberate plan to identify the lower value tasks in your schedule and train team members to do them for you so you can focus on the tasks that add more value to your business.

Why Leaders Don't Empower

1. No one can do the job as good as me.
2. I've tried to empower people and it backfired.
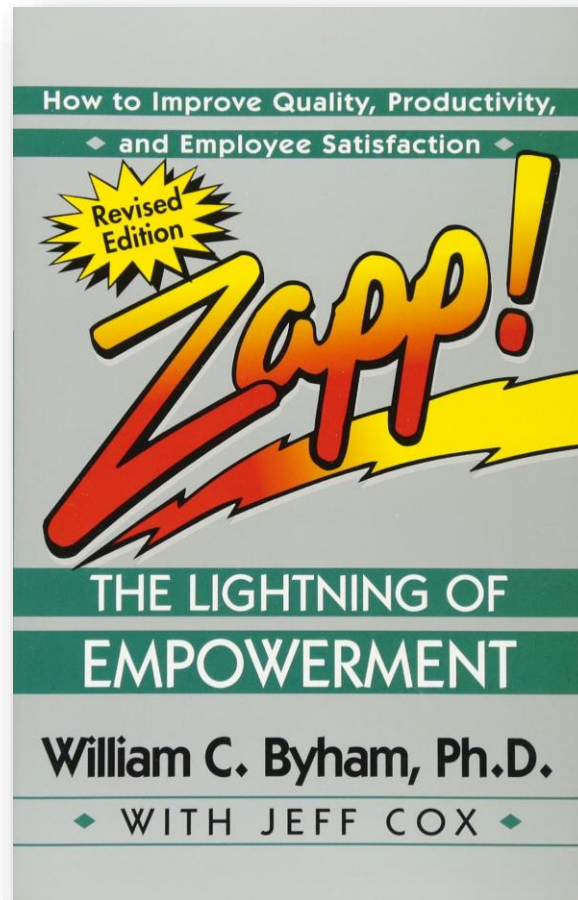
Value/Fun Matrix

FUN

Low Value **High Fun** 2	**High Value** **High Fun** 4
Low Value Low Fun 1	High Value Low Fun 3

VALUE

Delegate Tasks Bottom to Top

**Shareholders
Board of Directors
Members**

**CEO
President**

| **CMO/CSO
VP of Marketing
& Sales** | **COO
VP of
Operations** | **CFO
VP of Finance** |
|---|---|---|
| **Marketing
Advertising
Sales
R&D** | **Manufacturing
Distribution
Customer Service** | **Bookkeeping
Reporting/
Forecasting
Human Resources** |
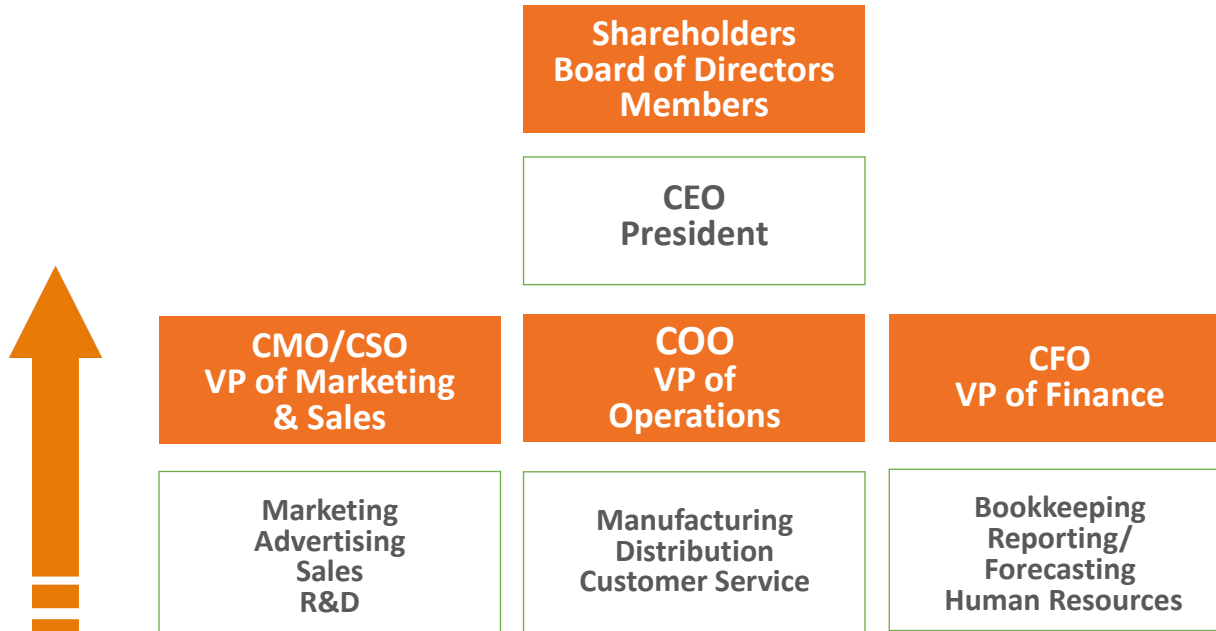
4 Step Apprenticeship Plan

	1	2	3	4
MASTER	DO	DO	HELP	WATCH
APPRENTICE	WATCH	HELP	DO	DO

Worksheet

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Apprenticeship Plan (AP) Worksheet

Tasks	Value/Fun Quadrant (1 to 4)	Team Member To Be Apprenticed	Stage in 4 Step Apprenticeship Process
Reply to client service emails asking for help logging on to our site	3	Joe Quick	2 (do/watch)

Default Diary and Time Blocking

5. Time Budget

Take Action Results — *Profit! Freedom! Lifestyle!*

	M	T	W	Th	F
6:30am	Vision Book, Affirmations	Vision Book, Affirmations	Vision Book, Affirmations	Vision Book, Affirmations	Vision Book, Affirmations
7:00am	Email, Marketing, & Admin	Email, Marketing, & Admin	Email, Marketing, & Admin	Email, Marketing, & Admin	Email, Marketing, & Admin
7:30am	Social Media Marketing	Social Media Marketing	Social Media Marketing	Social Media Marketing	Social Media Marketing
8:00am					
8:30am					
9:00am	Phone Fun: Make Referral Calls, SB Calls & Book RTR's!	Phone Fun: Make Referral Calls, SB Calls & Book RTR's!	Phone Fun: Make Referral Calls, SB Calls & Book RTR's!	Phone Fun: Make Referral Calls, SB Calls & Book RTR's!	Phone Fun: Make Referral Calls, SB Calls & Book RTR's!
9:30am					
10:00am					
10:30am					
11:00am					
11:30am	Ask for Referrals	Ask for Referrals	Ask for Referrals	Ask for Referrals	Ask for Referrals
12:00 noon	Lunch	Lunch	Lunch	Lunch	Lunch
12:30pm	Comp Roadmap to Results Calls	Comp Roadmap to Results Calls	Comp Roadmap to Results Calls	Comp Roadmap to Results Calls	Comp Roadmap to Results Calls
1:00pm					
1:30pm					
2:00pm	Comp Roadmap to Results Calls	Comp Roadmap to Results Calls	Comp Roadmap to Results Calls	Comp Roadmap to Results Calls	Comp Roadmap to Results Calls
2:30pm					
3:00pm					
3:30pm	Comp Roadmap to Results Calls	Comp Roadmap to Results Calls	Comp Roadmap to Results Calls	Comp Roadmap to Results Calls	Bookkeeping & Administration
4:00pm					
4:30pm					
5:00pm	Workout	Workout	Workout	Workout	
5:30pm					
6:00pm	Dinner	Dinner	Dinner	Dinner	
6:30pm					
7:00pm	Email, Marketing, & Admin	Email, Marketing, & Admin	Email, Marketing, & Admin	Email, Marketing, & Admin	
7:30pm					
		Personal Time			
		Busy Work			
		Prospect/Customer Calls			