

# SUPER QUICK TIME STUDY



In order to grow your business, you will need to carve 10 to 20 hours a week out of your busy schedule. Considering that you are probably working 60 to 80 hours, this may be difficult but should not be impossible. Once you have some time to invest in team building and marketing, you will see your business begin to grow.

## Let's find out where your time is going...

1. Fill in the fields below to estimate how many hours you spend per each day of the typical week working IN your business:

<b>SUN</b>	<input type="text"/>	<b>THU</b>	<input type="text"/>	<b>TOTAL HOURS:</b>	<input type="text"/>
<b>MON</b>	<input type="text"/>	<b>FRI</b>	<input type="text"/>		
<b>TUE</b>	<input type="text"/>	<b>SAT</b>	<input type="text"/>		
<b>WED</b>	<input type="text"/>	<b>WED</b>	<input type="text"/>		

2. Fill in the fields below with the 5 to 10 tasks categories you do on a weekly basis. E.g., communication (mail, phone, email), delivery of products, bookkeeping, sales calls, meeting with clients, production time in plant, working front desk, etc.

<b>Task 1</b>	<input type="text"/>	<b>Task 6</b>	<input type="text"/>
<b>Task 2</b>	<input type="text"/>	<b>Task 7</b>	<input type="text"/>
<b>Task 3</b>	<input type="text"/>	<b>Task 8</b>	<input type="text"/>
<b>Task 4</b>	<input type="text"/>	<b>Task 9</b>	<input type="text"/>
<b>Task 5</b>	<input type="text"/>	<b>Task 10</b>	<input type="text"/>
		<b>TOTAL HOURS:</b>	<input type="text"/>

3. **Re-work and re-figure the numbers in these tables until the Total Hours in both tables are approximately equal.** This will give you a good picture of what tasks are consuming your time.
4. **Now, choose the one or two task categories that can be delegated.** Your coach will work with you to develop a plan to delegate one or two areas to other team members in your business or to a new recruit to your business.