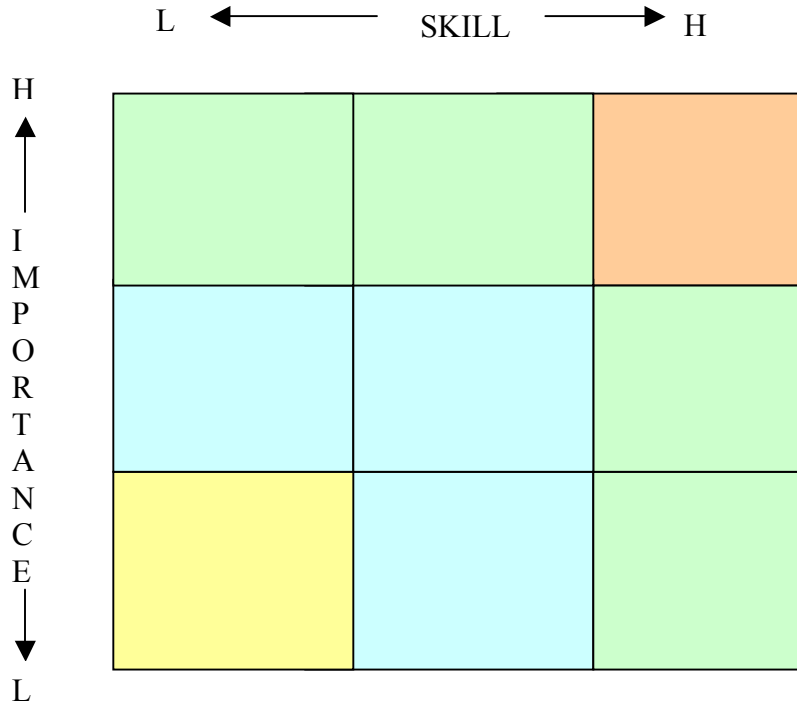


The Time Management Grid



Instructions:

1. Make a list of all the different tasks and jobs you do by keeping a log for a week or two.
2. Rank these tasks by the following two criteria:
 - a. High/Medium/Low skill level required. For example, financial review would be a high skill level required, while data input might be a low skill level task.
 - b. High/Medium/Low Importance or value to you or the business. For example, making sales calls might be of high value/importance, while filling out the accompanying paperwork might be of low value/importance.
3. Once you have your list, enter them into the above grid.
4. The tasks and jobs listed in the bottom left box (yellow) should be immediately delegated. They are tasks that you have low value (and therefore, probably putting off so they do not get done in a timely manner) and they require a low skill level (lower labor cost).
5. Once that is accomplished, start to work your way up the grid to the next level (blue) of boxes. And so on. One thought, many skills in the upper right hand corner...high skill and high importance....might also be considered for outsourcing to someone that specializes in that particular skill if you or someone in the organization is not well trained in that particular skill.