

Trusted Advisor Network

Productivity
Engage People

THE TIME TUNER

More Income | More Freedom | More Scale



The Time Tuner

Effective leadership starts with Self Leadership. Write the top 3-5 tasks requiring expertise that you alone have, that you like doing and should do more of! Then estimate the percentage of time you spend in each. Now think about the "Non-Expertise" tasks that take the greatest percentage of your time... Write next to these tasks "B" for bottleneck or blind-spot. Finally capture 3 insights about what you want to improve.

Expert	% of Time	Bottleneck or Blind-spot	% of Time
1		1	
2		2	
3		3	
4		4	
5		5	

Insights: what do I need to do more of, what do I need to do less of...

1	2	3
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