



## Audit Yourself

Start by really looking at how you spend your time. You can reflect on this or use a time-tracker for a few weeks to see how you **really** spend your time.

How much time do you spend on different tasks?

Which tasks take a lot of time but have low value?

Which tasks are high value but don't get enough time?

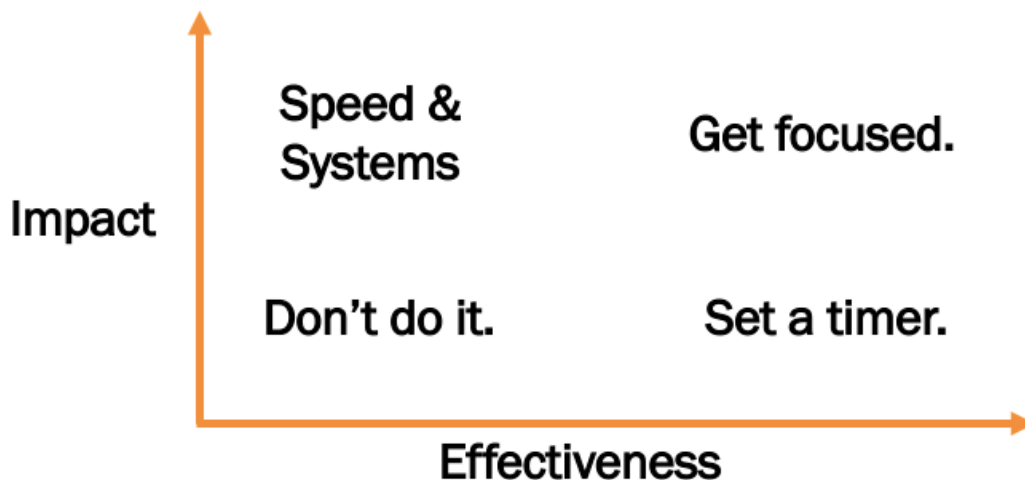
What tasks are recurring?

What tasks do you avoid?

Which tasks never get done?

## Categorize Your Tasks

Categorize your main tasks based on investment and effectiveness and decide to be deliberate about how you can handle each one.



## High Priority Tasks

What are the tasks that could most benefit from a different approach?

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

## Action Plan

Each month commit to ONE new habit, tool or approach to grow your productivity.



**NOTE:** Don't try to do too many things at once or completely overhaul the way you approach your work. Small changes done consistently over time are the best way to get results in the long term.