

Name:

Company:

Role/
Position:

Date: / /

Creation & Promotion
80% Energy » 20% Activities » 80% \$

Production & Operations
80% Activities » 20% \$

Activities Only I Can Do:

Me

Activities I Perform w/Others:

Me+

Core Activities

Me:

Me+:

DA:

OS:

\$100-\$1,000 p/h

Focus on
Strengths

\$1,000-\$10,000 p/h

Opportunities of
Collaboration

Delegated Activities:
(Employee/Team Member)

DA

Outsourced Activities:
(Virtual/Personal Assistant)

OS

\$15-\$30 p/h

Manage Your
Weaknesses

\$10 p/h

Automate the
Peripherals

Daily Management

Non-daily Management