



Increasing Productivity While Wearing All The Hats

Are you using your time wisely?

- Which hat am I wearing?
- Which hat is most important for me to wear?
- What am I capable of doing or learning?
- Which hats should I not be wearing?
- Is this the best use of my time?
- Is this task one of my strengths or weaknesses?

Main Questions?

- Am I the best person for the job?
- Is this ultimately going to make me money?

Where does the time go?

- Am I multitasking?
- When is my prime energy time?
- Am I ready for tomorrow?
- Am I attempting too much?
- What is my 80/20 time?
- What is my TIP (Top Important Priority) of the day?

5 Decisions - Paper or Email

- Can I discard it?
- Can I delegate it or forward?
- Can I do it now? (2 minutes or less just do it)
- Can I just file it?
- What action needs to be taken?
 - o What's the next thing that needs to happen?
 - o When do I need to do it?
 - o Who else is involved?
 - o How much time will it take?
 - o Does it need to be scheduled on my calendar?

Stuff - Discarding Questions

- Do I love it or does it give me energy?
- Do I use it?
- Is it recent enough to be useful?
- Do I need for Tax/Legal reasons?
- Would it be hard to get again?
- What is the worst thing that would happen if I don't have it?