

Time Generator Checklist

1. What do I do regularly that I can stop doing altogether or delegate?
2. What meetings can I eliminate or cut the time spent by 25%? 50%? 75%?
3. When people drop in on me, tell them how much time I really have to speak with them and stick to it.
4. What trips (travel) can I eliminate or delegate?
5. What opportunities do I see in my schedule where I can get additional things done at the same event ("get two hits with one swing")?
6. Who on my staff can I develop to do the things that I "believe" that only I can do now?