

Let's figure out what tasks to keep doing, what to hand over and what to kick to the curb! Over a few days write down all the tasks you're doing then decide what to do with each one. If you need to write a system, write it down and hand it over to the best person. You want to be doing the \$\$\$ tasks and hand over or delete the \$ tasks.

CURRENT TASKS	DELEGATE OUTSOURCE CONTINUE STOP	PERSON TO DO THE TASK	SYSTEM WRITTEN?	HAND OVER DATE	HAND OVER COMPLETE?	ONGOING MANAGEMENT

