



LIKE DOING

DISLIKE DOING

GOOD AT

1

Tasks to keep on your plate. More time efficient for you to do them the way YOU want them done and they will help you achieve your goals quicker.

2

Tasks to delegate to a different source
OR
Move them to a time which is not vital to meeting your goals.

BAD AT

3

Tasks to delegate to a different source
OR
Move them to a time where you can focus on the details to complete the task.

4

Tasks to delegate to another source. You **DISLIKE** the task and you are not good at it. Find someone who is **GOOD** at and **LIKES** to do the task.