



Task Review Process

An important part of leadership and time management is the review of our tasks. We encourage you to proactively and intentionally consider the tasks that you've taken responsibility for to assess whether or not they are the "right" tasks. In many cases, leaders hold onto tasks that should be delegated to others, rendering leaders to be less productive than they need to be.

We recommend that you periodically review your tasks. To do this, keep track of the tasks you perform for one week. As you perform do these tasks, place them into categories according to whether you're good at the task or not, and whether you enjoy doing them or not. See the chart below. If you're not sure, add them to the "unsure" section. You may wish to ask for help from people who know you in order to better decide which category is most accurate.

		GOOD AT? YES	GOOD AT? NO	
		1 - GOOD AT & ENJOY DOING	2 - NOT GOOD AT BUT ENJOY DOING	5 - UNSURE
ENJOY DOING?	YES			
ENJOY DOING?	NO		4 - NOT GOOD AT & DO NOT ENJOY DOING	

Tasks falling into each category should then be reviewed according to the following:

Category 1: These tasks are what you should spend the majority of your time on. It's important to reduce time spent on other category items to free up time to spend more time on these.

Task Review Process

Page 2

Category 2: These tasks should only be done as hobbies, or you need to get some serious training. Make every attempt to delegate these items unless it is critical that they be performed by you.

Category 3: These tasks should be delegated to others whenever possible. If not possible, make every attempt to minimize the negative impact they may have on your wellbeing.

Category 4: These tasks should absolutely – period. Hire others if necessary. You should not even do the training on these tasks.

The task review process should be done periodically to realign tasks, optimize the use of your skills, and enhance productivity.

Feel free to contact us if you would like our assistance. We offer a web-based, on-demand Time-Management Workshop that may be of interest to you. Please visit www.mypmcteam.com for more information.

Pro-Motion Consulting, Inc.

P.O. Box 561

Farmington, MI 48332

Office (248) 436-8121

Fax (248) 436-8126

growth@mypmcteam.com

www.mypmcteam.com