Unique GENIUS

WORKBOOK

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We all have a limited amount of time and energy. How can you use those most effectively? How can you grow your business and your life exponentially by spending more time working in your Unique Genius.

1. For 3-5 days keep track of everything you do in a day both personally and professionally. Write down each task and how long it took to complete.

2. Go back through your list.
   - Circle each task that is in your strength zone, you do really well, or absolutely requires you (no one else can work out for you.)
   - *Highlight each task that ignites your soul/fuels your passions
   - *Underline each task that gets you closer to your goals, and aligns with your mission and vision.

3. Now take a look at all of the tasks that are not circled, highlighted AND underlined. How can these be delegated or deleted from your schedule?

Tasks that you do really well, but drain you lead to burnout. Is there someone in your organization that you can delegate these to, or maybe it is time to consider a virtual assistant. Tasks that do not get you closer to your goals maybe should be deleted altogether.