



TIME STRATEGIES: WORK

List work tasks to simplify, eliminate, delegate, outsource, sub-contract, or batch. You'll wonder why you waited!

Time Strategy	Task(s)	✓
Work Tasks I Can Simplify/Eliminate	1	
	2	
	3	
	4	
Work Tasks I Can Delegate	1	
	2	
	3	
	4	
Work Tasks I Can Outsource Or Sub-Contract	1	
	2	
	3	
	4	
Work Tasks I Can Batch/Do Together	1	
	2	
	3	
	4	
Other	1	
	2	
	3	
	4	
Notes		