

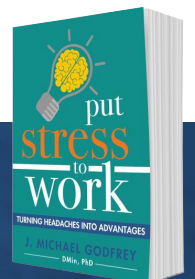
What Are You Doing? (or not?)

In the columns below list responsibilities and tasks that are

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Things that ONLY I can do?	Things that I and others can do?	Things that I can do but choose not to do?	Things that I cannot do and never want to do?

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1. How do your lists above compare with how you actually spend your time?
2. What difference would it make if you could spend the majority of your time doing what only you can do? For you? For your organization?
3. What needs to happen in your being in order to make this reality?
4. What would you need to do in order to spend the majority of your time doing what only you can do?

What's involved in doing what only you can do?

1. Psychologically letting go of some things.
2. Fully delegating tasks to others along with authority, empowerment, and accountability to get the tasks done.
3. Finding an optimal relationship between time spent in the Balcony and time spent on the Dance Floor.
4. Allowing performance to be “good enough” versus perfect.
5. Allowing others to apply their unique style to the task or project versus doing it your way.

What are the implications of doing what only you can do?

1. Improves the quality of your work.
2. Improves the quantity of your work.
3. Makes room for new things only you can do. Opens up capacity.
4. You move from generalist to specialist.
5. You align your work with your values.
6. You capitalize on your strengths and engage the strengths of others.
7. Releasing the river of productivity to flow freely versus you or your office being the bottleneck.

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What Are You Doing (or not?) – Focus
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