

AMBER MESCUE

HOW TO CLONE YOURSELF

MONDAY

Overview

No action required! Enjoy the break... Or get ahead! Lots to work on this week!

TUESDAY

Week 2 - Lesson 1

Complete the [Get Efficient Prioritization Worksheet](#) from week 1

- Leverage the Business Activities Inventory to brainstorm additional processes
- Prioritize the activities so you know where to focus first
- Post your top 5 priorities in the Facebook group and let us know if you'll keep 'em as is, systematized, or outsource each priority item

WEDNESDAY

Week 2 - Lesson 2

Take one of your top priority processes and document it today

- See the [process sample](#)
- Leverage the [process template](#) for this exercise
- Post the process as a file in your Facebook group

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THURSDAY

Week 2 - Lesson 3

- Complete a RACI for all processes noted in your Get Efficient Worksheet
- Use the [RACI template](#) for this purpose
- Post the RACI file in our Facebook group
- Also included is a bonus [project management template/tool](#) for your use now or in the future