1. Audit Your Laundry List.
   1. Make sure you have a comprehensive list of tasks you do
   2. Use Gordon’s as an example and make your own list below
   3. Put a time allocation on your list. We’ll use this time estimate to track how much time we can save over the next 90 days.

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| YOUR TASK LIST | |
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1. Audit your list with…
   1. A $ or \* sign next to high value money making tasks… Such as selling, coaching your team, pricing at good margins, working on the business fixing recurring problems.
   2. A tick next to revenue generating tasks… Such as invoicing, working IN the business, on project management, around sites etc.
   3. All other tasks… That don’t collect you cash or revenue quickly and don’t make you lots of money over the mid to long term.
   4. Take this last set of tasks (Plus any others) and highlight them as your *“Stop Doing List”*. You’ll need to post this list to our online community and to your management sheet.
2. Create your Default Diary…
   1. Identify ONE (1) time in the week where you’re going to work on the game plan we set together.
   2. Mark it clearly, and at a time you know you can keep consistent and regular.
   3. Next, list out 2-5 ways you’ll make sure this time stays consistent from telling the team, turning the phone off, making the environment inspiring…
3. Publish your default diary…
   1. Put it into an online calendar
   2. Share it with your team, the TPB Community in the post on Facebook.