



1

Create a Priority Filter

think through the activities you have to do at work for the next three days. Categorize them using the definitions below:

- **“Starting Lineup”**: activities within your “zone of desire”, where you have proficiency and passion. These are activities that should be core to your job and add the most value to your organization. One clue: you may feel “flow” when you are doing these
- **“Bench Warmers”**: activities you must do but either are not great at or do not like doing
- **“Scrubs”**: activities you sense you could be doing less of or should not be doing at all
- **“Training Camp”**: activities that will strengthen your competencies and help you add more value

Starters	Bench Warmers	Scrubs	Training Camp



2

Plug Up Energy and Attention Leaks

A. **Eliminate:** look through your week ahead and the scrub activities above, write your “Not-to-Do” List:

NOT TO DO LIST

B. **Automate:** look through your list of bench warmer and scrub activities. Where relevant, assign them to the automation categories below, if you can automate any part of it:

Ritualize/Habit	Work Process Flow	Templates	Technology



c. **Delegate:** if you have someone you can delegate a task to, consider which level of delegation¹ it should be, based on your level of trust in them, their level of competency, and the importance of the job. (level 1 is lowest trust/competency or something that is high stakes and level 5 is highest trust/competency or something that is relatively low stakes):

- **Level 1** – Have person do exactly as you instruct. “Here’s what I need you to do. Don’t deviate from my instructions. I’ve already researched the options and determined what I want you to do.”
- **Level 2**- Have person research a topic and report back to you without taking further action. “Here’s what I need you to do. I want you to research a topic and report back your findings. We’ll then discuss it and I’ll make a decision and tell you what I want.”
- **Level 3**- “Here’s what I need you to do. Research the topic. Outline the options, make a recommendation. Give me pros and cons for each option. But tell me what you think we should do and why. If I agree with your recommendation, I’ll authorize you to move forward.”
- **Level 4** – “Here’s what I need you to do. Make the best decision you can. Take action. Then tell me what you did. Keep me apprised of your progress.”
- **Level 5** – “Here’s what I need you to do. Make whatever decision you think is best. No need to report back or tell me what you did.”

¹ From Michael Hyatt “Freedom to Focus”



3

Create Environment and Mind to Focus

A. Look at your week ahead and block out at least one hour/day to do deep work.

- Where will you do this work?

- What will you do to prevent interruptions from colleagues, clients, bosses?

- What steps will you take to stop yourself from distracting yourself?



- B. What steps will you take to do a digital detox? See <https://www.wnyc.org/series/bored-and-brilliant> for easy steps

- C. What is one activity you can do outside of work to increase your mindfulness?

4

Plan Ahead

- A. When will you plan your following work week?

- B. What are your 2-3 priorities for the week?

- C. Block out all times on your calendar for activities that are important to you including lunch, gym, etc.

- D. Look at your tasks and see what can be done in a regularly scheduled ritual? Ex. checking/sorting/responding to emails.

- E. What task can be batched together? Block time in your calendar for this.

- F. When is your peak energy at? Try to block at least one hour per day for deep work during that time period

Use low peak periods to take care of “bench warmer” activities.