

# TASK ISOLATOR™

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### STEP 1

What are the tasks you currently complete on a weekly basis?

### STEP 3

From Step 1 select the tasks which can't possibly be done by someone else - don't worry about who at his stage.  
*\* Be Brutally honest with yourself!*

### STEP 4

Isolate and list what is left. These are the tasks you should be able to delegate.

### STEP 4

List the people or resources you have available, either internal or external.

### STEP 5

List the set commitments the people listed in Step 4 have each week.

### STEP 6

Look at the items from the lists in Step 3 & 5 and determine which are time critical.

### STEP 7

Now take the time critical tasks and divide them among the available people.