

Optimizing Your Business Based on Where your Time Goes

INSTRUCTIONS:

Brainstorm for each of these and circle back once you've tracked all your time for a month to discover otherwise-hidden ways to improve your working life.

1. Core Values

What are the fundamental things you value that your goals are oriented around?

2. Goals

What are your specific long-term goals with your business?

3. Work Likes

What are the specific tasks you most enjoy in your day-to-day work?

4. Work dislikes

What are the things you'd love to never do again if it were magically possible?