

Core Task Worksheet

Use this document to workshop the core tasks for your current role. This is not a fancy to-do list. Rather it's an effort to intentionally prioritize the tasks that, if executed on regularly, would result in a high level of success in your role.

What single task is clearly the most important piece of your role? This is the one thing that, if you could do this and NOTHING else (and yes I know that's not reality), you'd be wildly successful.

Example: A real estate agent might say: "spending time with prospective buyers walking through available homes".

Really give this some thought and make yourself *choose* a single task. Now list, in descending order of importance, what other tasks (up to 10) are part of your role.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Now look at the button 5 or 6...or 7. What would your work day be like **if** you could remove those tasks from your plate?