

Discover Your Most Valuable Activities

Directions: This worksheet is designed to help you identify your most valuable activities (MVAs). Begin by listing each activity that you perform at work. Next, rate how well you perform each activity on a scale of 1 to 10, where 10 represents highly talented. Then, rate how easy it would be to replace you for each activity, where 10 represents impossible to replace. In the fourth column, estimate the hourly rate to pay someone else to perform this activity at your level of performance. Finally, review your rankings from the previous columns, and using your best judgment, rank each work activity in terms of most value.

Work Activity	Strength	Replace	Hourly Rate (Estimate)	Rank

My top two most valuable activities:

- 1.
 - 2.
- a. How many total hours do you work each week?
 - b. How many total hours do you spend in your top two activities?
 - c. What percentage of work time do you currently devote to your MVAs? Divide b by a: