

Exercise

This exercise will help you identify your most valuable activities.

1. Begin by listing the activities you perform at work in the first column. Each activity should appear in a unique row. (i.e. – managing employees, booking travel, janitorial work, etc...)
2. Enter an estimated average annual salary for someone performing this activity full-time in the second column. If unsure, search online to find an estimated salary.
3. In the third column, calculate the hourly wages for each activity, by dividing the estimated annual salary by 2,080. (2,080 = 52 weeks * 40 hours)
4. Finally, rank each activity according to value per hour. So, if you had activities with estimated wages per hour of \$10, \$20 and \$30, then they would be ranked as follows: \$30 (1); \$20 (2); \$10 (3).
5. Once you've ranked all of these activities, you can identify your top two most valuable activities.

Activity	Estimated Salary	Estimated Wage/Hour	Rank
Travel	_____	_____	_____
Wasting Time	_____	_____	_____