

THE ASSISTANCE TRACK™

Minimum estimated time saved

Step 1: Delegate and Elevate™

- Do the Delegate and Elevate™ (4 quadrants) exercise, and delegate and elevate everything in the bottom two quadrants.

Exponential

Step 2: The Stack

- Touch everything only once. Put anything that can be delegated in “The Stack” at the end of your desk in preparation to hand it off.

2–5 hours
per week

Step 3: The Daily Meeting

- Every day at the same time, have a 15-minute meeting to hand off “The Stack,” answer any questions for the day, and communicate any and all issues.

1 hour
per week

Step 4: The E-mail System

- Turn your e-mail over to someone you trust.
- There are 3 types of e-mails:
 1. **Junk**—Have them clear it out.
 2. **Informational**—Decide how you want to receive information, typically on a weekly or monthly basis during your reading time.
 3. **Response**—Response e-mails fall into two categories:
 - A. Where they can respond (50 percent).
 - B. Where you respond (50 percent), simply decide how you want to receive your response e-mails (e.g., verbally, private e-mail, voice mail, print)

1–5 hours
per week

Step 5: Your Schedule

- Turn your schedule over to someone to do your scheduling for you.

1 hour
per week