

### Discovering your Most Valuable Activities

**Directions:** This worksheet is designed to help you identify your most valuable activities. Begin by listing each activity that you perform at work. Next, rate how talented you believe you are in each activity on a scale of 0 to 10 where 0 represents no talent and 10 represents highly talented. Then, rate how easy it would be to replace you for each activity, where 0 represents very easy to find and hire someone else and 10 represents nearly impossible to replace. In the fourth column, estimate the hourly rate it would cost 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	Talent	Replace	\$/hr (estimate)	Rank

**My top two most valuable activities are:**

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 percent of work time do you currently devote to your MVAs? ( $b \div a$ ):