

## Discovering your Top Performance Activities

Based on the Step 2 Form where you separated the activities into those you LOVE and HATE to do, go down and identify the TOP 5 THINGS YOU LOVE in the left column, and the TOP 5 THINGS YOU HATE in the right column. Identify the top 5 in each column, and write them in the spaces below.

The Top 5 Things I LOVE doing that I'm GREAT at	
1.	
2.	
3.	
4.	
5.	
% of time spent: _____ %	

The Top 5 Things I HATE doing that I'm AWFUL at	
1.	
2.	
3.	
4.	
5.	
% of time spent: _____ %	

The list on your left above is your list of Top Performance Activities (TPAs). The remainder of the activities on your list are likely things you need to begin trying to outsource or delegate – starting with the other things you dislike and are not great at.

### And finally:

What steps and actions do you need to take immediately so that you can quickly begin to spend MORE time on your Top Performance Activities (TPAs)?

Idea to Improve	The Benefit	Specific Action	Deadline
Ex: Record a training video to show how to use the XYZ Process.	Eliminate the same 60 minute training call I'm doing 2 times a week.	Record a capture of my training session so it can be sent to client as a video.	June 15th, 2015 video to be sent to Andrea to approve