



# So...How do I find the time?

## Delegate

- anything others should be doing for themselves
- anything someone else can do as well as you after they are trained

## Delete

- low priority tasks
- tasks that are of little consequence if left undone
- tasks no one will notice upon completion
- tasks you do because of your “good-guy complex”
- tasks where your cost (time, energy, money) is greater than the benefit