



# PEOPLE

## LEVERAGE YOUR TEAM

# The Task Timer



## The Goal

To understand exactly where your time is going to be able to look at delegating tasks to others to free up more time.

## Money Made or Saved

By understanding exactly where your time is going, your time will be freed up allowing you to take on more high-level business activities.

#RightNextThing

Free Up 6 Hours  
Minimum

## The Task

- Do online training on MyLifestyleTradie.
- Complete Two-Week Journal.
- Complete Time Audit Prompts.
- Complete The Effective Expert Planner.
- Review tasks for Delegation and Elimination.
- NOTE: In the Module 'Outsource the Obvious' you will create a plan for delegating and eliminating the tasks identified earlier.

## The Time

3 hours

2 weeks

1 hour

1 hour

2+ hours

# The Task Timer



## The Goal

To outsource certain functions in the business to free up your time.

## Money Made or Saved

By outsourcing key functions of the business you can harness the power of a team to grow your trade business. You will have more time to look at more important functions of the business.

#RightNextThing

# Outsource the Obvious

## The Task

- Do online training on MyLifestyleTradie.
- Refer to the DELEGATE section of your Effective Expert Planner (Completed in the module 'Free Up 6 Hours (Minimum)') and in the HOW column, nominate if you will teach, outsource or resource.
- In the WHO column, name the person who'll take responsibility and the NOW column, write down what is the next action step?
- Review the tasks that are on the list for Teaching, select the first task you want to 'Teach'.
- Systemise the first Teach procedure.
- Train the person taking over this task from you.
- Review the tasks that are on the list for Teaching, select the next task you want to 'Teach'.
- Repeat the previous 3 steps until all the tasks under 'Teach' have been systemised and handed over to the responsible person.
- Download The Delegation Filter PDF.
- Review the tasks that are on the list for 'Outsource' or 'Resource', select the first task you want to 'Outsource' or 'Resource'.

## The Time

3 hours

1 hour

1 hour

30 minutes

1+ hours

2+ hours

30 minutes

15 minutes

30 minutes

- 
- Complete The Delegation Filter for this task.

1+ hours

- 
- Write the ad or call the meeting with the person you want to 'Outsource' or 'Resource' to.

30+ minutes

- 
- Delegate the task.

1+ hours

- 
- Review the tasks that are on the list for 'Outsource' or 'Resource', select the next task you want to 'Outsource' or 'Resource'.

30 minutes

- 
- Repeat the previous 4 steps until all the tasks under 'Outsource' or 'Resource' have been systemised and handed over to the responsible person.
-

# The Task Timer



## The Goal

To reset your work week so it's good for you — and good for business.

## Money Made or Saved

By resetting your work week, you will ensure maximum productivity and efficiency in your role in the business, and be spending your time on tasks with a higher ROI.

#RightNextThing

# Reset The Work Week

## The Task

- Do online training on MyLifestyleTradie.
- Download the My Ideal Week calendar (PDF).
- Schedule Business Owner Blocks (BOBs).
- Reset your routine.
- Consistently schedule your time.
- Download Productivity Hacks At Work.
- Review the Productivity Hacks At Work and create a shortlist of those you can implement into your time at work.
- Pick the first Productivity Hack At Work from the shortlist and implement into your time at work.
- Pick the next Productivity Hack At Work from the shortlist and implement into your time at work.
- Repeat the previous step until all Productivity Hacks At Work have been implemented.
- Download the Productivity Hacks At Home PDF.

## The Time

- 2 hours
- 15 minutes
- 30 minutes
- 2 hours
- Ongoing
- 15 minutes
- 30 minutes
- 1+ hours
- 1+ hours
- 15 minutes

- 
- Review the Productivity Hacks At Home and create a shortlist of those you can implement into your time at work.

30 minutes

- 
- Pick the first Productivity Hack At Home from the shortlist and implement into your time at work.

1+ hours

- 
- Pick the next Productivity Hack At Home from the shortlist and implement into your time at work.

1+ hours

- 
- Repeat the previous step until all Productivity Hacks At Home have been implemented.
-

# The Task Timer



## The Goal

To set up a project management tool (eg Asana, Teamwork or Monday) to assist with the organisation and structure of tasks.

## Money Made or Saved

By implementing project management software you can coordinate the effort, responsibilities, and accountability through a centralised, collaboration platform.

#RightNextThing

# Match People To Projects

## The Task

- Do online training on MyLifestyleTradie.
- Research which project management software is right for you.
- Decide which project management software to move forward with.
- Sign up to project management software.
- Set up project management software and begin populating tasks.
- Arrange time to train staff on the chosen project management software.
- Train staff on the chosen project management software.
- Review and fine tune processes.

## The Time

3 hours

3 hours

1 hour

1 hour

5+ hours

30 minutes

3+ hours

# The Task Timer



## The Goal

To make planning part of your life and set up your year for success.

## Money Made or Saved

By planning and setting up your personal and work priorities and allocating the time to achieve them, is essential to your success. By planning your next 12 months you will be more likely to set SMART Goals and work towards achieving them.

#RightNextThing

# Preload The Year

## The Task

- Do online training on MyLifestyleTradie.
- Download The Preloaded Year workbook.
- Complete The Preloaded Year workbook.

## The Time

- 1 hour
- 15 minutes
- 3 hours

# The Task Timer



## The Goal

To understand the 80/20 principle and finding the things that give you the greatest results and value — and focusing on them.

## Money Made or Saved

By applying the 80/20 Rule you pinpoint the areas of your business and your life where you should be spending the most time. As these areas will bring you the greatest results and value, you will maximise your potential, both in life and in business.

#RightNextThing

# Activate The 80/20 Rule

## The Task

- Do online training on MyLifestyleTradie.
- Complete the 'Focus on Services' exercise.
- Complete the 'Focus on Customers' exercise.
- Complete the 'Focus on Tasks' exercise.
- Download the 'My 80/20 Life' template.
- Complete the 'My 80/20 Life' template.
- Based off the 'My 80/20 Life' exercise decide on the actions to take.
- Select the first actionable and implement.
- Select the next actionable and implement.
- Repeat the previous step until all actionables have been implemented.

## The Time

- 2 hours
- 3+ hours
- 2+ hours
- 2+ hours
- 15 minutes
- 1+ hours
- 1 hour
- 1+ hours
- 1+ hours

# The Task Timer



## The Goal

To elevate your thinking to spend your time on tasks that are of high value.

## Money Made or Saved

By optimising tasks of high return on investment (ROI) you will be maximising your results of the business and in turn gaining more control over your time by being proactive vs reactive.

#RightNextThing

## Optimise Tasks of High ROI

### The Task

- Do online training on MyLifestyleTradie.
- Download The Eisenhower Matrix.
- Make a list of all the tasks you are responsible for.
- Using The Eisenhower Matrix, determine where these tasks fall.
- Create an action plan based off the results of The Eisenhower Matrix.
- Select the first item on your action plan and implement.
- Select the next item on your action plan and implement.
- Repeat the previous step until all tasks on your action plan have been implemented.

### The Time

- 2 hours
- 15 minutes
- 2 hours
- 1 hour
- 2+ hours
- 1+ hours
- 1+ hours

# The Task Timer



## The Goal

To understand your options when outsourcing the virtual assistant (VA) role in your trade business.

## Money Made or Saved

By delegating certain tasks that are not the best use of your time as the business leader, outsourcing is a great way to help your trade business progress through various growth stages, faster than you could on your own.

#RightNextThing

# Amplify Outsourcing

## The Task

- Do online training on MyLifestyleTradie.
- Create a list of tasks to outsource.
- Research the difference between an international or Australian-based VA.
- Choose an international or Australian-based VA..
- Download the Ultimate VA Checklist.
- Build a job description for your VA Role - use the Ultimate VA Checklist as a starting point.
- Interview candidates.
- Clarify contract.
- Set up systems.
- Set up software.
- Download the The Onboarding VA Checklist (PDF) and onboard your VA.

## The Time

- 2 hours
- 2 hours
- 3+ hours
- 1 hour
- 15 minutes
- 2 hours
- 3+ hours
- 2 hours
- 5+ hours
- 2+ hours
- 8+ hours

- 
- Regularly monitor your VA's progress.
- 

Ongoing

- Encourage team spirit.
- 

Ongoing

- Set up an annual meeting to assess performance and provide feedback against performance measures.
- 

1 hour

# The Task Timer



## The Goal

To learn more about business partnerships to help you decide if this is the right step for you.

## Money Made or Saved

When done correctly, entering into a partnership can support business growth and profitability.

#RightNextThing

# Perfect The Partnerships

## The Task

- Do online training on MyLifestyleTradie.
- Review and reflect on the content in this module and decide if a partnership is for you.
- If you are entering into a partnership Write job descriptions for both Partners.
- Arrange a Business Partnership Agreement with a professional.
- Complete the ME at Home Exercise.
- Complete the ME at Work Exercise.
- Complete the WE at Work Exercise.
- Complete the WE at Home Exercise.
- Download the Love Languages Worksheet.
- Complete the Love Languages Worksheet.

## The Time

- 4 hours
- 1 hour
- 3+ hours
- 4+ hours
- 2 hours
- 2 hours
- 2 hours
- 2 hours
- 15 minutes
- 1 hour