

- 1 Think about the most common weekly tasks that you perform. Use the space below to list each task
- 2 Circle tasks that are core to your current role and unable to be delegated or improved.

Rank	Tasks I Love (Gives Strength)	Tasks I Loathe (Drains Strength)	Rank
1 Love Most			1 Loathe Most
2			2
3			3
4			4
5 Love Least			5 Loathe Least

- 3 Collaborate with your team to plan how you could remove the top uncircled “Loathe” task on your list.

I will remove the top “Loathe” on my list by...

- 4 Add your plan from Step 3 to your Quarterly Personal Priority List.