



How to Make More Time and Money

One of the fastest ways to grow your practice is to focus on your most valuable activities and delegate the least valuable ones to others who are below your pay grade.

Resources:

- [The Myth of Multitasking](#) book
- [SwitchTasking is a Thief exercise](#)
- [Myth of Multitasking](#) video
- More [Dave Crenshaw](#) videos

Instructions:

Use the tables below to sort tasks according to things that only you can do, versus things you can assign or outsource. Then commit to letting go of your low-value activities so you can prosper.

Your Goal	Hours per week
Most practice owners spend over 12 hours per week on tasks other team members or outside experts could do better. How many hours of tasks per week do you want to delegate or outsource?	

1. High Value Tasks Only You Can Do	Hours per week

<i>Total hours to outsource</i>	

<i>Add the totals from Tables 2 and 3 for the total number of hours per week to delegate or outsource:</i>	
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Next Steps:

- 1.
- 2.
- 3.