

NAME:

FORWARD FOCUSED TASK AUDIT

DATE:

Make a list of 20-30 tasks you've completed over the past several weeks.
Be specific! Then, categorize each task with one or more symbols from the key.

(Passion /// Money/Revenue /// Functional/Administrative)

1. _____	P / \$ / F	19. _____	P / \$ / F
2. _____	P / \$ / F	20. _____	P / \$ / F
3. _____	P / \$ / F	21. _____	P / \$ / F
4. _____	P / \$ / F	22. _____	P / \$ / F
5. _____	P / \$ / F	23. _____	P / \$ / F
6. _____	P / \$ / F	24. _____	P / \$ / F
7. _____	P / \$ / F	25. _____	P / \$ / F
8. _____	P / \$ / F	26. _____	P / \$ / F
9. _____	P / \$ / F	27. _____	P / \$ / F
10. _____	P / \$ / F	28. _____	P / \$ / F
11. _____	P / \$ / F	29. _____	P / \$ / F
12. _____	P / \$ / F	30. _____	P / \$ / F
13. _____	P / \$ / F	31. _____	P / \$ / F
14. _____	P / \$ / F	32. _____	P / \$ / F
15. _____	P / \$ / F	33. _____	P / \$ / F
16. _____	P / \$ / F	34. _____	P / \$ / F
17. _____	P / \$ / F	35. _____	P / \$ / F
18. _____	P / \$ / F	36. _____	P / \$ / F

AUDIT ANALYSIS: Your Functional tasks should account for less than **20 percent of your time**. How can you leverage people, systems or tools to get those tasks off your plate, so you can focus on passion/creativity and money-making projects?