# FOCUS

# WORKSHEET

A MUST-DO FOR ENTREPRENEURS

## QUICK WORKSHEET TO HELP ACHIEVE FOCUS

There isn't a magical pill for becoming successful. There isn't a person or a book or a class that can do it for you. It is all about the work that you put in. But, this quick worksheet will help you realize that what you are working on is possibly more vital than work, itself. Stop spinning your wheels and start running the race.

Janel Hutton
NellieBellie.com

**Be honest. Be real. Be brutal. Answer these questions as objectively as possible.**

*Within my business I am good at:*

*Within my business I am NOT good at:*

*List the things you are good at that will help you achieve the financial goals for your business. Be very clear HOW they will help.*

*List the items you are NOT good at that MUST BE DONE for your business to function. Be truly honest about what has to happen and what could be let go.*

*Now list the steps you can take to automate, delegate, or otherwise eliminate the MUST BE DONE's from your to-do's so you can focus on your strengths.*

Congratulations! You have focus. It isn't that easy, is it. Knowing WHAT to do doesn't get the job done. You have to follow through and do the work. We strongly advise that you spend at least 80% of your working day devoting yourself to those things that you have said you are good at. It might not be fully 80%, when you start. But try to increase that time little by little until you can get to 80% as a goal.

**Try making a quick plan for this week that attacks the main to-do's in your business that you are good at. Focus on getting those done. What things can you get done that will snowball down to the rest of the list or the rest of the team? If you paid someone else to do these things, what you pay them? Spend this week working hard on as many tasks as possible that only YOU can do.**

This week's top priorities:

This week's must-do's until I no longer have to (try to keep these as limited as possible):