



Task Analysis

Instructions

- Think of all the tasks you complete and list them in the "Tasks" column of the table below. Be as specific as possible, but don't add things such as "email" or "meetings" as separate categories. Include them in the category the email or meeting is meant to accomplish.
- Estimate the amount of time per week each task takes. For tasks that occur on a monthly, quarterly or annual basis, determine the time it would take each week if you spread the task over the whole period. For example, quarterly reports that take 4 hours to produce should be recorded as 0.31 hours per week (4 hours divided by 13 weeks)
- Decide whether the activity is low, medium or high return on investment of time ("ROI") based on the guidelines below.
- Highlight low and medium ROI activities. These are potential activities that could be delegated.

Higher ROI Activities

This task:

- Is aligned to my strengths
- Is something I need to become proficient at to achieve my desired career goals
- Is critical to long-term success (such as recruiting)
- Requires a high degree of creativity, problem solving, or lots of experience (such as a totally new initiative)
- Is stretching me

Lower ROI Activities

This task is something that:

- I was doing in my former role
- Someone in a less senior role has more experience with or training in
- Will reoccur in a similar form in the future
- Someone else could do with proper training, checklists, or templates
- Someone else should be doing for their development (am I preventing others from gaining valuable experience and skills?)
- I could pretty much do in my sleep

Tasks	Time / Week	Low/Med/High

