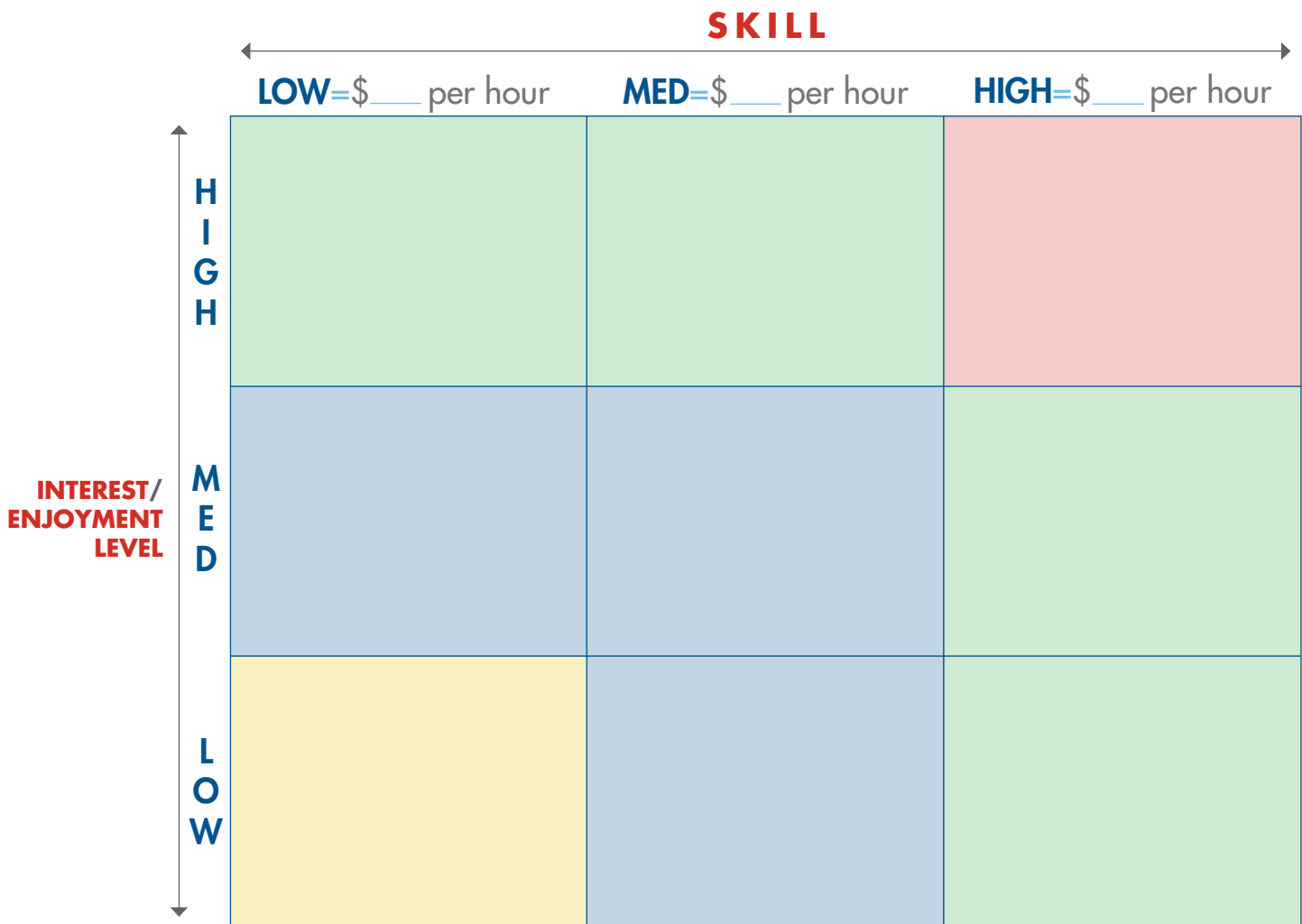


ActionCOACH™ The Skill/Fun Matrix



Instructions:

1. Make a list of all the different tasks and jobs you do by keeping a log for a week or two.
2. Rank these tasks by the following two criteria:
 - High/Medium/Low Skill Level required. For example, financial review would be a high skill level required, while data input might be a low skill level task.
 - High/Medium/Low Interest/Enjoyment value to you. For example, making sales calls might be of high interest to you, while filling out the accompanying paperwork might be of low interest.
3. Once you have your list, enter them into the above grid.
4. The tasks and jobs listed in the bottom left box (yellow) should be immediately delegated. They are tasks that you have a low interest in doing—and therefore, probably putting off so they do not get done in a timely manner—and they require a low skill level (lower labor cost).
5. Once that is accomplished, start to work your way up the grid to the next level (blue) of boxes.