



CONSULTING

Do-It-(All)-Yourselfer Transformation Worksheet

Instructions: List all the tasks you need to do (this week/month). Redefine the task in terms of a result. Then scale the level of importance of your task so you are clear the task being done is the fastest way to reach the result. If it's not, write the new task(s). Then list ALL of the other ways the task could be completed other than you completing it. It's important to be creative and have fun with it. The goal is to build your mental-muscle for resourcefulness.

Task

Result you expect from completed task

On a scale of 1-10 (1 = unimportant, 10 = top priority), how important is the task to achieving your result?

- **1-3: This is not important**, should not be done by anyone especially you; create a new task that is more results focused and repeat the process.
- **4-7: This is minimally important**, re-evaluate the task; if you feel it should still be done, it **MUST** be outsourced.
 - List of 3-5 outsourcing options.
- **8-10: This is important**, determine if you are the **ONLY** person who can accomplish this task. If you aren't the only person able to complete the task consider outsourcing it. If you are the only person then you **MUST** get it done this week.

Example:

Task: Proposal for new client

Result expected from task: Land new client (small commission)

Importance Scale 1-10: 5, because it's small client

1-3: who will you leverage, and date you turn it over

4-7: 3-5 outsourcing options

- ask assistant to draft following outline of previous proposals
- refer deal to newer staff member so I can focus on larger clients
- look into company hiring proposal writer, other team members face the same challenge and it would be a benefit to the company

8-10: what are the next steps to get this done today/this week.



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Task #1: _____

Result you expect from completed task:

On a scale of 1-10 (1 = unimportant, 10 = top priority), how important is the task to achieving your result? _____

- **1-3: This is not important**, should not be done by anyone especially you; create a new task that is more results focused and repeat the process.
- **4-7: This is minimally important**, re-evaluate the task; if you feel it should still be done, it **MUST** be outsourced.
 - **List of 3-5 outsourcing options.**

- **8-10: This is important**, determine if you are the **ONLY** person who can accomplish this task. If you aren't the only person able to complete the task consider outsourcing it. If you are the only person then you **MUST** get it done this week.



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Task #2: _____

Result you expect from completed task:

On a scale of 1-10 (1 = unimportant, 10 = top priority), how important is the task to achieving your result? _____

- **1-3: This is not important**, should not be done by anyone especially you; create a new task that is more results focused and repeat the process.
- **4-7: This is minimally important**, re-evaluate the task; if you feel it should still be done, it **MUST** be outsourced.
 - **List of 3-5 outsourcing options.**

- **8-10: This is important**, determine if you are the **ONLY** person who can accomplish this task. If you aren't the only person able to complete the task consider outsourcing it. If you are the only person then you **MUST** get it done this week.



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Task #3: _____

Result you expect from completed task:

On a scale of 1-10 (1 = unimportant, 10 = top priority), how important is the task to achieving your result? _____

- **1-3: This is not important**, should not be done by anyone especially you; create a new task that is more results focused and repeat the process.
- **4-7: This is minimally important**, re-evaluate the task; if you feel it should still be done, it **MUST** be outsourced.
 - **List of 3-5 outsourcing options.**

- **8-10: This is important**, determine if you are the **ONLY** person who can accomplish this task. If you aren't the only person able to complete the task consider outsourcing it. If you are the only person then you **MUST** get it done this week.



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Laura Treonze, serves as Chief Life Strategist with **LMT Consulting**, which helps individuals and companies create massive success through self-awareness.

LMT Consulting was founded on the core belief that behavioral understanding is the key to personal and professional success. By uncovering natural behavioral styles we help growth-minded individuals build plans that focus on their personal strengths. We provide the tools to help people understand how to show up as their best self in all situations so they can manage their energy instead of their time, direct

conversations instead of reacting to them, and communicate with everyone at a higher level. Unlike traditional business coaching, we know personal lives play a huge role in how people show up professionally. Our coaching programs are specifically designed to help you understand and articulate what you really want so you can create your ideal work-family balance.

LMT Consulting executive and life coaching has transformed and redefined the way non-profits, small teams and corporations “do” business. Our coaching is proven to boost individual confidence, increase self-awareness, improve group understanding, reduce conflict, improve team-building, and enhance commitment in all aspects of life.

It became apparent that the work **LMT Consulting** was doing to help companies, teams and business leaders with behavioral understanding was needed outside of the office and taken to a more personal level. Many of the issues that cause people to seek executive coaching also apply to parents and their interactions with their children. **LMT Consulting** is dedicated to empowering families to live healthier, happier, more resourceful, and resilient lives by increasing self awareness of the strengths of every member of the family, understanding how children process information and how to communicate more effectively with each other through its innovative “**The Social Behavior of Families**” Training.

At **LMT Consulting** “*Our mission is to help people do and be more than they thought physically, mentally, spiritually and financially possible while building businesses and lives worth talking about.*”

Reach out to us today and start on the exciting path of behavioral understanding, awareness and development! Isn't it time for you to ***build a business and life worth talking about?***

To learn more about our services, please go to www.lmtworthtalkingabout.com

Connect with Laura on Social Media

