How to embrace

THE
FOUR
FE4RS®

of Business Ownership

The One-Day 20-Point Challenge

TIME MANAGEMENT ACTIVITY

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THE FOUR FE4RS® GUY

How the '20-Point Challenge' works

Keep an accurate record of how you use your time - from the moment you sit at your desk to the time you sign off. Use an online time tracker (e.g., Toggl) or set a stopwatch on your phone - the idea is to note every action you take during the day, to the minute.

- Record each task and how long you spent on it
- Add up the total time you dedicated to your day
- Give a score out of five to each task (five being a task that wholly aligns to your *'Big Business Wish'* and generated significant progress / opportunity)
- Also make a note of the tasks that you didn't quite get round to today and give those a score out of five
- Repeat the process tomorrow with the aim of beating your score (ideally by dropping low-scoring actions from your day and bringing in high-scoring ones from your second list).
- Why not keep going for at least a week...?

Score your activities ("Act, auction, avoid")

Apply a score out of five to every task on the list - **even those you did not complete**. Try to apply the following rules of thumb:

- A score >four = something to act on
- A score of two-four points = something you might consider auctioning (i.e. delegating, if that is an option open to you. If not, maybe you could ration your time more carefully with these activities)
- A score <two = something to avoid. Consider dropping these from your diary altogether (or greatly reducing the time spent on them) as soon as you can.

Your One-Day '20-Point Challenge' diary

Completed Tasks	Time Applied	Score (out of five)
Tasks I chose to *not* do today		**Score** (out of five)
	Total Daily Time	**Total Daily Score**

Daily - summary

	Total Daily Working Time	Total Daily Score

How did you get on?

- What surprised you about the actual amount of time that you are giving to high-value tasks?
- What about the low-value tasks?
- What could/should you change for tomorrow (and the day after)?
- Think about *"Act, auction, avoid"*. Where are there time savings to be made and priorities to lean into?

If you were to keep this up over a week or even a month; how might this change your 'default' working routine?

Keep going - and thank you for your trust!