



## Unique Ability Filter

The hardest discipline in business is not the discipline of doing things, it's the discipline of not doing things.

| Step    | Action   |
|---------|--|
| 1       | List all the activities which you currently involve yourself in under the column headed 'Activity'   |
| 2       | Write ' <b>Passion</b> ' above the tick in <b>Column A</b> .   |
| 3       | Place a tick in <b>Column A</b> alongside every activity which you really enjoy completing.  |
| 4       | Write " <b>\$1,000 + per hour</b> " above the tick in <b>Column B</b> .  |
| 5       | Place a tick in <b>Column B</b> alongside every activity which you believe pays \$1,000 or more per hour.  |
| 6       | Write " <b>\$20 an hour</b> " above the tick in <b>Column D</b> .  |
| 7       | Place a tick in <b>Column D</b> alongside every activity which you believe you could get someone else to do for \$20 an hour, assuming the person was competent and well trained.  |
| 8       | Write " <b>Delegate</b> " above the tick in <b>Column C</b> .  |
| 9       | Place a tick in <b>Column C</b> for every activity listed which <b>does not have ticks in BOTH</b> columns A & B.  |
| 10      | Place a tick in <b>Column C</b> – " <b>Delegate</b> " – for every activity you ticked in Column D – the "\$20 an hour".  |
| Action: | Activities which have a tick appearing in <b>both Columns A and B</b> are formed into your job description. Activities which have a tick in Column C are formed into a job description for competent support staff or outside specialists. |

|    | Activity | A | B    | C | D    |
|----|----------|---|------|---|------|
|    |          |   | Hour |   | Hour |
|    |          | ✓ | ✓    | ✓ | ✓    |
| 1  |          |   |      |   |      |
| 2  |          |   |      |   |      |
| 3  |          |   |      |   |      |
| 4  |          |   |      |   |      |
| 5  |          |   |      |   |      |
| 6  |          |   |      |   |      |
| 7  |          |   |      |   |      |
| 8  |          |   |      |   |      |
| 9  |          |   |      |   |      |
| 10 |          |   |      |   |      |
| 11 |          |   |      |   |      |
| 12 |          |   |      |   |      |
| 13 |          |   |      |   |      |
| 14 |          |   |      |   |      |
| 15 |          |   |      |   |      |
| 16 |          |   |      |   |      |
| 17 |          |   |      |   |      |
| 18 |          |   |      |   |      |
| 19 |          |   |      |   |      |
| 20 |          |   |      |   |      |
| 21 |          |   |      |   |      |
| 22 |          |   |      |   |      |
| 23 |          |   |      |   |      |
| 24 |          |   |      |   |      |
| 25 |          |   |      |   |      |
| 26 |          |   |      |   |      |
| 27 |          |   |      |   |      |
| 28 |          |   |      |   |      |
| 29 |          |   |      |   |      |
| 30 |          |   |      |   |      |

(continued)

|    | Activity | A | B         | C | D         |
|----|----------|---|-----------|---|-----------|
|    |          | ✓ | Hour<br>✓ | ✓ | Hour<br>✓ |
| 31 |          |   |           |   |           |
| 32 |          |   |           |   |           |
| 33 |          |   |           |   |           |
| 34 |          |   |           |   |           |
| 35 |          |   |           |   |           |
| 36 |          |   |           |   |           |
| 37 |          |   |           |   |           |
| 38 |          |   |           |   |           |
| 39 |          |   |           |   |           |
| 40 |          |   |           |   |           |
| 41 |          |   |           |   |           |
| 42 |          |   |           |   |           |
| 43 |          |   |           |   |           |
| 44 |          |   |           |   |           |
| 45 |          |   |           |   |           |
| 46 |          |   |           |   |           |
| 47 |          |   |           |   |           |
| 48 |          |   |           |   |           |
| 49 |          |   |           |   |           |
| 50 |          |   |           |   |           |
| 51 |          |   |           |   |           |
| 52 |          |   |           |   |           |
| 53 |          |   |           |   |           |
| 54 |          |   |           |   |           |
| 55 |          |   |           |   |           |
| 56 |          |   |           |   |           |
| 57 |          |   |           |   |           |
| 58 |          |   |           |   |           |
| 59 |          |   |           |   |           |
| 60 |          |   |           |   |           |