

HOW TO USE:

1. Time Scan (7–14 Days):

List the tasks that took most of your time.

2. Map:

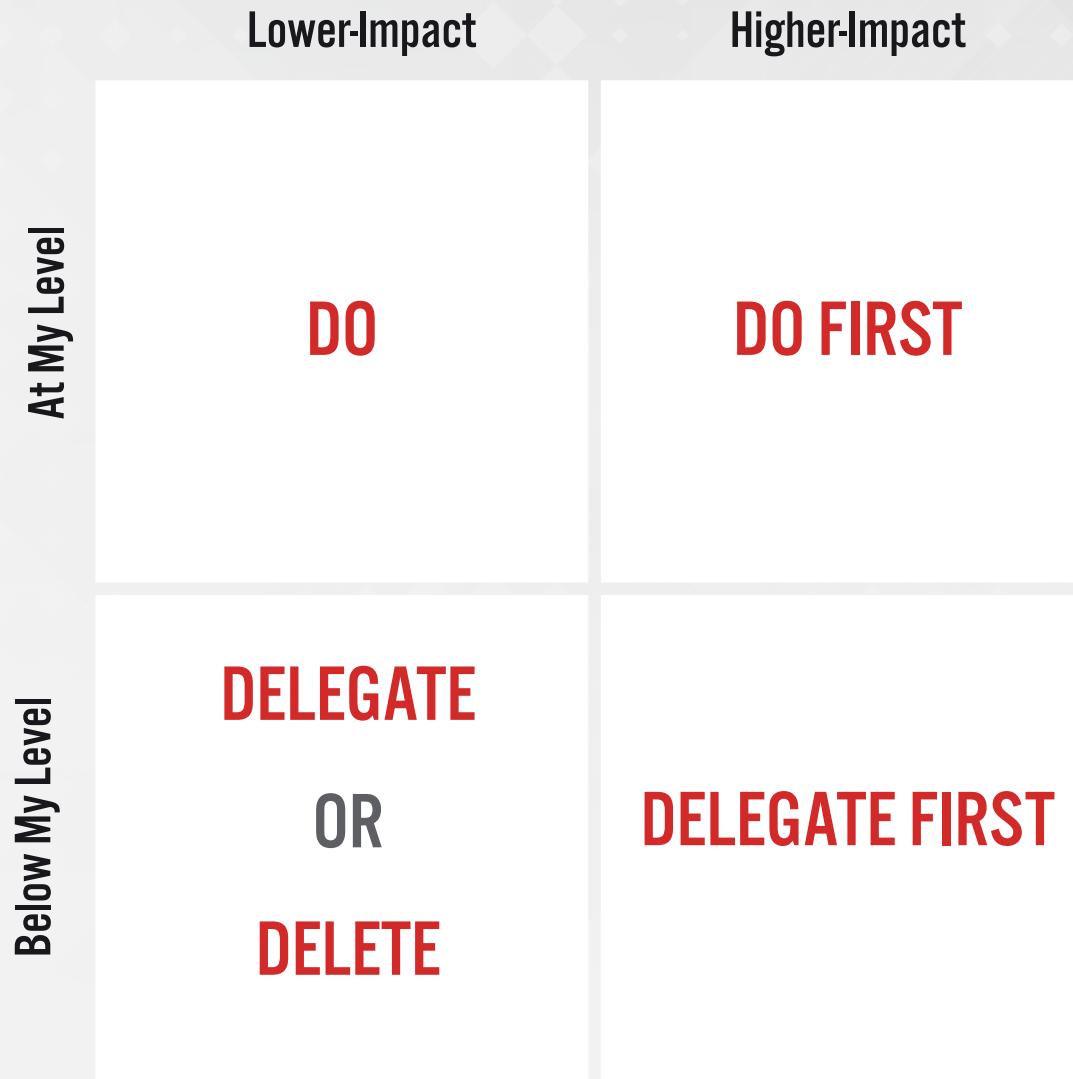
Place each task in the box based on

- (a) its impact on the firm and
- (b) the level of expertise required (Assoc/Manager/Partner/etc).

3. Take the right action (see next page):

Do, Delegate, or Delete.

TAKE THE RIGHT ACTION:



**SEE HOW WE'RE HELPING FIRM LEADERS
DO MORE 'UNCOMFORTABLE WORK':**



**ADDICTIVE
LEADERSHIP™**