

THE ASSISTANCE TRACK™

MINIMUM ESTIMATED TIME SAVED

STEP 1: DELEGATE AND ELEVATE™

Do the Delegate and Elevate™ (4 quadrants) exercise, and delegate and elevate everything in the bottom two quadrants.

Exponential

STEP 2: THE STACK

Touch everything only once. Put anything that can be delegated in “The Stack” at the end of your desk in preparation to hand it off.

**2–5 hours
per week**

STEP 3: THE DAILY MEETING

Every day at the same time, have a 15-minute meeting to hand off “The Stack,” answer any questions for the day, and communicate any and all issues.

**1 hour
per week**

STEP 4: THE E-MAIL SYSTEM

- Turn your e-mail over to someone you trust.
- There are 3 types of e-mails:
 1. **Junk**—Have them clear it out.
 2. **Informational**—Decide how you want to receive information, typically on a weekly or monthly basis during your reading time.
 3. **Response**—Response e-mails fall into two categories:
 - a. Where they can respond (50 percent).
 - b. Where you respond (50 percent), simply decide how you want to receive your response e-mails (e.g., verbally, private e-mail, voice mail, print)

**1–5 hours
per week**

STEP 5: YOUR SCHEDULE

Turn your schedule over to someone to do your scheduling for you.

**1 hour
per week**