

Workload Networking

Tips & Tricks for Getting Things Done

Princeton Area Chamber of Commerce
Morning Network

August 11, 2021 7:45 am - 9:00 am

Princeton Golf Course / Fore Seasons Clubhouse Grill



Workload TO DO Networking Activity

Use electronic TO DO list	TO DO item that you can't do and keep the business going	Can't sleep because of the TO DO list	TO DO item that involves learning a new skill
Has an example of a TO DO item that makes them laugh	Don't worry about their TO DO list	Use Paper TO DO list	Have an assistant who helps with TO DO list
Have completed a TO DO in the past 24 hours	TO DO item that is older than 1 year	Have less than 5 items on the TO DO list	Have completed a TO DO that they are proud of
Have delegated a TO DO task	Don't have a TO DO list.	TO DO item that requires gathering data	The TO DO list is in their mind
Must cross off the TO DO list items when completed	TO DO list is written in pencil	Combines their business & personal TO DO lists	Their personal TO DO list is longer than their business TO DO list

PERSONAL TO DO LIST	BUSINESS TO DO LIST
<input type="checkbox"/>	<input type="checkbox"/>

There are 3 reasons that TO DO items get stuck on the bottom of the list. What are they?

- 1. Need more time along with running the business.**
- 2. Need to learn a new skill.**
- 3. Need data to make a decision.**

Reason #1 TO DO item is stuck

1. Need more time along with running the business.

- Delegate tasks that others can do.
- Prioritize must get done and what can wait.
- Look for efficiencies for tasks that are taking longer than expected.

Reason #2 TO DO item is stuck

2. Need to learn a new skill.

- Break the myth that business owners and leaders need to know how to do everything.
- Seek out resources that know the skill that is needed and determine next steps.
- Have another person on your team trained with the skill.

Reason #3 TO DO item is stuck

3. Need data to make a decision.

- Determine if you need an industry expert to get this data for you.
- Determine if there are resources on your team that could be trained to do this.
- Hire someone to gather the data and prepare it for your review and analysis.

Thank you - Goenner Consulting, LLC

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