

**Your Non-Productive Hours Evaluator**

1. Write the Hours you spend/wk. For annual or infrequent tasks - estimate the annual hours and divide by the number of weeks you work per year. If you don't do it but think you should be, estimate the annual hours you think it would take to do and divide by the number of wks you work per year. (Remember to delete time for holidays - eg 52 wks – 4 wks holiday and 10 days public holidays = 46 working weeks)
2. Mark each item with one of the following codes **A** - Love It, **B** - Don't Like It But I Do It, **C** - Hate It and Procrastinate as much as I can, **D** - It's Still on my To-Do List!
3. Rate your Ability for the task **1** - Expert, **2** - Capable, **3** - Slow & Time Consuming, **4** Hopeless—Don't know where to start
4. Calculate your figure at F and **Prepare to be Scared!** This is the number of extra hours each week you **could** be working on **Making Money and expanding your business!**
5. The things you marked with a **B, C, D** or a **3 or 4** are the things you should consider outsourcing to **Action Business**.

Name the Task	Hours/Wk	Code	Ability	Notes
Accounts Data Entry & Bookkeeping				
Bas Preparation,				
Reports Generation, Cashflow & Financial Position Statements				
Payroll Processing				
Entitlements Calculation & Processing (PAYG, Super etc)				
Other HR Duties				
Word Processing, General Correspondence & Admin				
Professionalising Documents, Correspondence, Tenders etc				
Internet and Business Research				
Electronic Systems Management				
Technology Set-up Use & Troubleshooting				
Travel Bookings & Research				
Designing & Updating Advertising and Promotional Materials				
Website Design, Copywriting, Updates and Blogs				
Professionalising Your External Business Image				
Updating Policies, Procedures, Templates etc				
Employment Basics - Advertising, Shortlisting, Interviewing				
Admin Staff Training, Mentoring and Supervision				



Searching for External Business Services (repairs, advice etc)				
Business & Marketing Plan Review				
Finance & Loans Applications				
Preparing End of Year Figures for your Accountant				
Personal Non-Business Tasks				
General Procrastination & Time Wasting				
List Your Non-Income Generating Tasks				
Total of Your Non Income Generating Hours = I				

Look at the items you market with a

- B** - Don't Like It But I Do It
- C** - Hate It and Procrastinate as much as I can
- D** - It's Still on my To-Do List!
- 3** - Slow & Time Consuming
- 4** - Hopeless—Don't know where to start

These are the items you need to consider outsourcing to someone who can do them faster and more professionally than your self.

They are your time-wasting non income-producing hours that chew through the hours you could be focussing on the really important aspects of your business –

- Servicing your customers
- Business planning
- Marketing, networking and growing your business
- Increasing profitability and **making money!**

These are the ones that will help your business grow and become the income and lifestyle producing vehicle that you desire!

A conversation will cost you nothing but a few minutes out of your day. Why not give us a call to see how Action Business can take care of your time consuming admin and give you hours back into your week to focus on actually running your business?