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| **Chapter 8:** | **DAY-TO-DAY RESPONSIBILITIES** | **Activity 1** |

**Instructions:** Every business has day-to-day responsibilities that must be completed to keep things running smoothly. Your goal should be to eventually replace yourself so that you can focus on the bigger picture. However, since we are just starting out and you are probably the one doing these, it is the perfect time to write them all out. This sheet will help you organize, prioritize and eventually delegate the day-to-day operations of your company. Try to put them in order of importance from top to bottom.

**Task/Responsibility Day of the Week Who currently does this?**

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Now that you have those written down, let’s organize them into a nice calendar-view. Once complete here, feel free to transfer the data over to your preferred internal calendar system.

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| Monday |  |
| Tuesday |  |
| Wednesday |  |
| Thursday |  |
| Friday |  |
| Saturday |  |
| Sunday |  |

Lastly, let’s go over that first chart again. But this time, in the third column fill out the name or position title of the person you ideally like to take over that task or responsibility.

**Task/Responsibility Day of the Week Who *WILL* do this?**

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