

DAILY TIME TO VALUE WORKSHEET



TASK	\$ VALUE TO COMPANY	TIME REQUIRED	ASSIGN TO	

\$10 = VA
\$100 = VA/Project Manager
\$1,000 = Manager
\$10,000 = Exec or YOU

DAILY TIME TO VALUE WORKSHEET



HOW TO USE

SAMPLE OF ACTIVITIES

\$10	\$100
Errands	Helping a prospective or existing Client
Talking to unqualified prospects	Talking to a qualified prospect
Cold-Calling	Writing an email to prospects/customers
Fixing Things on a Website	Creating marketing tests & experiments
Playing on Social Media	Networking on Social Media/ Providing
Attending Meetings	Customer Follow-Up
Cleaning, Sorting	Outsourcing
\$1000	\$10,000
Planning & Prioritizing a Day	Expanding into New Markets
Negotiating with a Qualified Prospect	Creating New & Improved Offers/Products/Services
Planning Your Sales Funnel	Creating Your Positioning & Marketing Message
Evaluating Marketing Tests & Experiments	Deciding on Actionable Data/ Trends to Execute
Planning Social Media Campaigns	Mapping & Building Social Media Funnels
Writing Sales Copy	Webinars/Public Speaking
Delegating Complex Tasks	Selecting Team Members
	Negotiating Major Deals

REMEMBER: If you're struggling to think of \$10,000 activities you can adjust the #'s. It could be because your current business doesn't have the opportunity, YET, to produce that type of value. So you may have, 10, 25, 100 & 1000 dollar categories. Be flexible but track!