

## TOOLKIT 4 - The Task Planner

A simple, practical resource to help you run things more smoothly.  
Practical ways to stop doing everything yourself

### Quick Reality Check

If your day regularly looks like this:

- You're answering questions all day
- Things pause when you're not available
- You're involved in almost everything

Then this isn't a time issue.

It's a control and clarity issue.

### ✓ 1. Spot what's pulling you in

Look at your last few days. Where are you being pulled in unnecessarily? Be specific:

- Tasks you didn't expect to do
- Questions you shouldn't need to answer
- Things that keep "coming back to you"

👉 Action: Write down 3 things that pulled your attention more than they should have.

### ✓ 2. Identify why it's happening

For each one, ask yourself:

- Was it unclear who owned it?
- Did someone lack confidence to decide?
- Was there no clear process?

👉 Reality: Most of the time, it's not the person. It's the lack of clarity around them.

### ✓ 3. Decide what changes

**Keep it**

- Does it really need your input?
- Can it be quicker or clearer?

**Pass it on**

- Who can realistically handle this?
- What would they need to do it confidently?

**Stop it**

- Does this need to happen at all?
- Is it just habit?

### ✓ 5. Make one small change this week

Not everything. Just do one at a time.

👉 Pick one task to:

- hand over properly
- simplify
- or remove completely

That's enough to start shifting things.

**A useful way to think about it**

If everything needs you...

Nothing can move without you.

Being in control doesn't mean being involved in everything.

It means things still work... when you're not there.

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