

A target icon with concentric circles and a central bullseye, positioned in the top left corner of the header area.

# SYSTEMS SUNDAY

Downloadable

## WORKSHEET

### Your Four Work Zones

Brought to you by

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The Virtual Assistant Trainer™

### **Zone of Incompetence**

You don't know how to do these tasks and/or you truly dislike doing them.

### **Zone of Competence**

You CAN do these tasks, but you don't like to do them.

### **Zone of Excellence**

You enjoy doing these tasks and you have innate talents here, but is it your life's calling?

### **Zone of Genius**

Your zone of productivity! You enjoy these tasks, you have great strength and talent, AND you feel that these are part of your life's calling. Remember...only put 3-5 tasks here.

Now, take a break and then come back after a little reflection and **CROSS OFF** any of these tasks that don't have a firm use in your business. This is your elimination list. Your business doesn't need these tasks so don't think about them anymore!