

**PARTICIPANT EXERCISE: LESSON 3**  
**Jon Schallert: *Your Leadership Responsibility –***  
***Creating Your Vision & Focusing Your Efforts***

Training Time: 18:32

1. What are the tasks in your business that you must perform because you are the only one qualified to do them?

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2. What tasks do you often find yourself performing that others could do, but instead, you do them?

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3. Are you a perfectionist? If so, what tasks do you often find yourself doing because you don't trust others in your business to do them?

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4. Could any of the tasks in Question 3 that you are doing be delegated to someone outside your organization? Even if you currently don't know someone who can do this task in your community, describe the type of expert you would need and the experience they would need to have, in order for you to NOT do this task.

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5. What are the major time-wasting tasks that you often find yourself doing that aren't contributing to you improving the sales and profits of your business?

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