

## PARTICIPANT EXERCISE: LESSON 3

Laura Vanderkam: *How to Find More Productive Hours in Your Week*

Interview Time: 19:25

1. Every business owner needs more time and Laura gives some tips in her interview about how we can feel like we have more time. What were the tips or insights that Laura shared that you're going to start using to experience more time in your life and business?

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2. Laura talks about a person's Core Competencies, the "things we do best", and suggests that it's important for us to focus on those. What are your Core Competencies in your business that you should be spending more time doing?

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3. Laura offers ways to “outsource” things that are not your core competencies. What ideas do you now have for delegating or outsourcing more so you can focus on what you do best?

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4. Laura suggests making a list of “100 Dreams.” Following her directions, start by making a list of a minimum of 20 Dream ideas that you’d like to accomplish, and bring that list with you.

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5. Try tracking your time as Laura suggests for one week using the attached tracking sheet. At the end of the week, total up your categories. What did you learn?