



THE TIME MACHINE™

Unproductive

Low Impact

Unchained!!!!!!

High Impact

Uninspired

Unsatisfying

THE UNCHAINED TIME STUDY™

List you daily, weekly and monthly tasks. Identify the appropriate category for each task.

DAILY	WEEKLY	MONTHLY

THE MONEY LEAK TASK STUDY™

List you daily, weekly and monthly tasks. Identify the appropriate category for each task.

Uninspired / Unproductive Tasks	How much is this task costing you now per day / week / month	Who are you going to hand it off to?	How often will this person perform the task?

THE TIME MACHINE TRADE-OFF LIST

List you daily, weekly and monthly tasks. Identify the appropriate category for each task.

NOTES	DO MORE:
	DO LESS:
	STOP DOING:

THE TAKI SHEET™

NOTES

TAKEAWAYS:

ACTION ITEMS:

COMMUNICATIONS:

www.unchainedbusinessprotocol.com

THE TIME MACHINE™