ACTIVITY INVENTORY

Make a List of ALL the Stuff You Do In Your Role During a Typical Quarter, Month, Week & Day

COO ALLIANCE

NAME Cameron DATE Dec 2019

TASKS	I	C	E	U	$/HOUR	S/D/O
Check email			xx		20	D
Reply to emails		x			25	D
Event agenda		x			25	D
Speaking event details		x			40	D
Oversee marketing		x			60	D
Goach Gordie			x		50	ME
Coach Meridith			x		30	ME
Coach Jason		x			30	ME
Coach Amanda			x		50	ME
Coach CEOs			x		2000	ME
Find CEO coaching clients			x		100	ME
Post on FB			x		30	D/ME
Post on LinkedIn			x		30	D/ME
Post in Instagram		x			30	D/ME
Facebook Live Videos			x		100	ME
Fill out these worksheets		x xxx			50	D
Find referral income			x		100	O
Manage event campaigns		x			100	O
Find speaking events		x			50	O
Strategy for my biz			x		500	ME
Podcast interviews - press				x	500	ME
Second in Command interviews			x		500	ME
Book marketing		x			50	O
Check credit card spending			x		100	ME
Run COO Alliance events			x		200	ME
Host CEO/COO dinners				x	250	ME
Speak at events				x	10,000	ME
Coaching prospect calls			x		100	ME
Fill out info on coaching forms		x			30	D

KEY

I = Incompetent
C = Competent
E = Excellent
U = Unique Ability
$/Hr = Hourly Wage
S, D or O = Stop, Delegate or Outsource