



Habut Worksheet

1. You need to build your business as an asset and you need to play to your strengths as a leader. Leadership is about working with good **HABUTs**: freeing you up for the “**Highest And Best Use of your Time**”.
2. To form a new HABUT, identify 1 thing that you need to stop doing (red light), and 1 thing you need to start doing (green light) to make best use of your time.
3. **RED LIGHT**- Choose something to stop doing that is important and urgent (or not important and urgent) – i.e. quoting jobs, putting out fires, billing, sales calls, answering phone/emails, product installation, admin work. The counterintuitive message is: Stop doing things that are urgent.
 Name one urgent activity you must stop doing to make the best use of your time.

4. To accomplish the red light you’ll likely need to train or hire someone else to free yourself up. What’s one thing you’re doing that can be done by someone else? It’s got to be done - it is important and urgent - but can it be outsourced. For example, if you’re doing book-keeping, outsource it so you can do higher level work.
 What time consuming job can be outsourced to team member or sub-contractor? Who can do it?

5. **GREEN LIGHT** – identify an activity to start doing that’s important but not urgent. (Developing strategic relationships, finding a new facility, bank loan/ finance, networking, or training.) How can you work ON your business?
 Name one important activity you must start doing to make the best use of your time.

6. To accomplish the green light, choose one key activity that you’re going to do consistently every day? Pick something that’s not too hard, but has a high payoff.
 What new activity will give you a major upgrade in business and life?

7. **What courageous conversation do you need to have?** This step is vital to the integrity of your leadership. Find an area that’s not working for your team or your overall organization. It could be with a prospect, customer, team member or vendor.
 Where are you getting stuck? _____
 Who needs to be in the conversation? _____
8. **Get support.** Make an agreement with someone in our group to coach and support you.
“I, _____, commit to supporting,
_____, over the next three weeks.”