



3 Steps to Save 10 Hours

(and 1 HUGE Time-Waster)

You and your team are swamped, juggling more tasks than time allows. Imagine gaining an extra hour or two daily to breathe, think, and focus on game-changing activities that drive your business forward.

Right now, you're racing to keep everything afloat, ensuring clients are happy, and slapping band-aids on processes with the hope of fixing them later when things calm down.

As a leader, you need dedicated, uninterrupted time each day—not just for firefighting, but for making strategic decisions, driving impactful projects, and enjoying life outside the office.

The Answer?

Do these 3 things for 15 minutes every Monday morning and free up 2 hours each day for you and your team.

3 Things You MUST Do

#1: DELETE

20% of our time will produce 80% of our results.

This means we can delete the majority of our list without affecting the bottom line and focus on the best activities that directly support our efforts.

- Look at your to-do list, calendar, project list, activities, meetings, etc.
- Ask yourself: What goal does this activity DIRECTLY support?
- Find the direct correlation to your strategic plan, mission, vision, goal, etc. with the activity

ACTION: If you can't name the goal - delete the activity. Why are you doing something that doesn't directly support your goals?

Bonus: Transform Your Workflow: Real World Success Stories

75% of the clients I've worked with are CONFIDENT they have nothing to delete. However, after going through this exercise, every single client has found **at least** 5 activities to permanently remove from their day. [Watch the DELETE video](#) to see real-world examples of how businesses have boosted efficiency by cutting unnecessary tasks and the powerful impact of our 2.0 strategy: Good vs. Great.

#2: AUTOMATE/SIMPLIFY

Review the remaining items on your list. These are all directly related to your goals and need to be accomplished. Can you accomplish the outcome more easily?

- Can the process be simplified?
- How can you cut 2 steps out of a 10-step process?
- Where can you bring in tech or AI to save some time or brain power?
- How can this be automated?

ACTION: Spend 15 minutes brainstorming ways to make at least one process easier and assign action steps

BONUS: Unlock Effortless Efficiency: Quick Start Automation Guide

Being able to quickly identify which tasks to easily automate can be tough. That's why we developed the [Quick Start Automation Guide](#). Discover the top 3 criteria to automate (with some sample tech solutions) to free up your time, letting you concentrate on your priorities.

#3: DELEGATE

To maximize your productivity and your business's profits, you should work in your Zone of Genius (ZOG) at least 70% of the time.

- Identify items that are not in your ZOG
- Create the documentation, SOPs, processes, etc. needed to delegate these items

The documentation doesn't have to be perfect. You just need to share the information and start early so that your team member has enough time to work on the task before the deadline.

ACTION: Spend at least 15 minutes laying the groundwork to delete non-ZOG items from your list.

BONUS: Maximize Your Potential: Zone of Genius Insights

Knowing your Zone of Genius makes it much easier to focus on your strengths to boost productivity. [This video](#) explains the Zone of Genius concept with real client examples, showing how delegating tasks can enhance performance and drive business success.

And the 1 HUGE Time-Waster

Doing this exercise alone!

Your team also needs dedicated uninterrupted time to think and work on strategic projects. Start your week by going through these three steps with the key people in your company together so **everyone** can free up time. Use the last 15 minutes of the meeting to prioritize the action steps.

About Lisa Crilley Mallis

Lisa Crilley Mallis is a seasoned expert helping service-based businesses streamline their process and focus for greater time freedom. With a background in education and over a decade of entrepreneurial experience, Lisa understands the challenges of balancing ambition with well-being.

Through personalized solutions and real-world strategies, Lisa empowers her clients to work less, achieve more, and rediscover the joy in their work. It's

time to stop surviving and start thriving. For more information:
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