

# 10-Minute Responsibility Inventory

## HOW TO TAKE INVENTORY

1. **List:** Identify 6-10 responsibilities, or *buckets* of responsibilities, that make up your role.
2. **Rate:** On a scale of 1-5 (*1 = Low, 5 = High*), determine:  
How important is this to your role or overall operations?  
How would you rate your skill in this area?
3. **Analyze:** Estimate the percentage of your total time spent on this responsibility.
4. **Categorize:** Decide on one of the recommended action steps below, or write in your own!  
*More than one good fit? Choose the step that is the most realistic for you today. Momentum is more valuable than perfection.*

## ACTION STEPS

Leverage Your Strengths	Navigate Your Weaknesses
<b>Lean In:</b> Keep sharpening this skill.	<b>Invest:</b> Look for training or mentorship.
<b>Pass it On:</b> Share your knowledge.	<b>Delegate:</b> Reassign internally or outsource to a partner.
<b>Protect:</b> Guard your time for this work.	<b>Reprioritize:</b> Reduce the time spent here.

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Responsibility	Importance (1-5)	Skill (1-5)	Time (%)	Action Step
			%	
			%	
			%	
			%	
			%	
			%	
			%	
			%	
			%	
			%	

## *Now what?*

Building sustainable systems takes time and intentional process design. Start by focusing on **one action step**; either something small to help you build momentum, or your biggest tension point where a little clarity will go the longest way.

Need help building the systems that make these changes stick? [Let's connect.](#)