

How do I figure out what My Office Zilla can do for me ?

This question can be answered in three easy steps! But hold on a second! Before determining the answer let's discuss the three main types of work you do right now.

ZILLA

...all kinds of things you had to do before you discovered My Office Zilla! It includes proofing, design and compilation of workshop materials; trips to the UPS store to ship said materials; assessment instruction distribution and follow-up; potential client research and pretty much anything that can be cured with the magical phrase, "No problem! I'll have my assistant take care of that!"

ME

...the type of work a dedicated soloist should feel a passion about. These are things that only you can do, which can't be delegated, and are typically pretty important stuff. Things like making sales calls, meeting with your accountant, writing content for new workshop topics, content delivery and strategizing all belong in this category.

ME & ZILLA

...things that you don't have to do entirely on your own; all you need to do is get the ball rolling and get it off your plate. Layout and design is a good example because you may have some great ideas or insights but would rather not actually invest the time it takes to perfect. Contracts and proposals are another example since you probably have a some-what-standard form you use for the client you are targeting.

Now that your different types of work have been identified, complete these three easy steps!



1 MAKE A LIST! If your personality type prohibits you from making a list, then keep a note pad on the corner of your desk for a few days and make a running list of all the things you work on. If you are naturally a list maker then take 15 minutes of dedicated time to knock this one out. If you are really into the details, note how much time you think you spend on each task. This can be the most **enlightening** part of the exercise, if you spend the extra time.



2 DIVIDE TO CONQUER! In a few days or 15 minutes, depending on your personality, start dividing your list into the three types of work.



3 PICK UP THE PHONE! There are things on your ZILLA List that you don't know if Zilla does? Well, it won't hurt to ask. Drop me an email at Sundi@MyOfficeZilla.com or give me a call at 816.585.1655 to see just how big of a bite Zilla can take out of your work!

WAIT! I almost forgot the most exciting "**enlightening**" part! Take the total amount of time for your Me & Zilla list and divide by two. Add that to the total time for the ZILLA List. The total is the amount of time you'll gain by using My Office Zilla! Maybe it's a big bite! Rededicate that time to your business by strategizing or following up on leads. Or, dedicate your new found time to recharging yourself through simple downtime or that well deserved vacation!

