



## Worksheet: Five Steps to Identifying Your Pillars\*

### 1) Create a List of Potential Pillars

Answer the Following Questions a Few Times Each to Identify Bottlenecks.

*“What’s one thing I already know how to do effectively that, if I executed on more consistently or did more of, would have the biggest impact on my business ... even if nothing else changed?”*

*“What’s one skill that, if I significantly improved on, would have the biggest impact on my business ... even if nothing else changed?”*

*“What’s something I could organize, plan, or create prior to taking action that, would make the action much more effective?”*

### 2) Add Activity Levels

When Relevant, Insert the Number of Repetitions You’ll Complete, or the Time You’ll Spend on Each Potential Pillar in Order For it to Have a Big Impact.

### 3) Adjust or Eliminate Those That Don’t Meet All Six Criteria

An Activity in the Proactive/Significant Category (PRO)

A High Leverage Activity

Something You Already Know How to Do Effectively

Can Be Measured on a Weekly Basis

An Action or Predictable Result

Not Already a Habit

### 4) Rank Your Potential Pillars by Impact

Biggest to Smallest Regardless of Time or Effort Required to Complete

### 5) Select Your Pillars

Cut Off the List After the Last Activity You Can Complete During a Busy Five Day Week.

\*Based on the Book “The Index Card Business Plan”

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