

GENIUS ZONE TASK AUDIT INSTRUCTIONS

Get clear. Get energized. Reclaim your time.

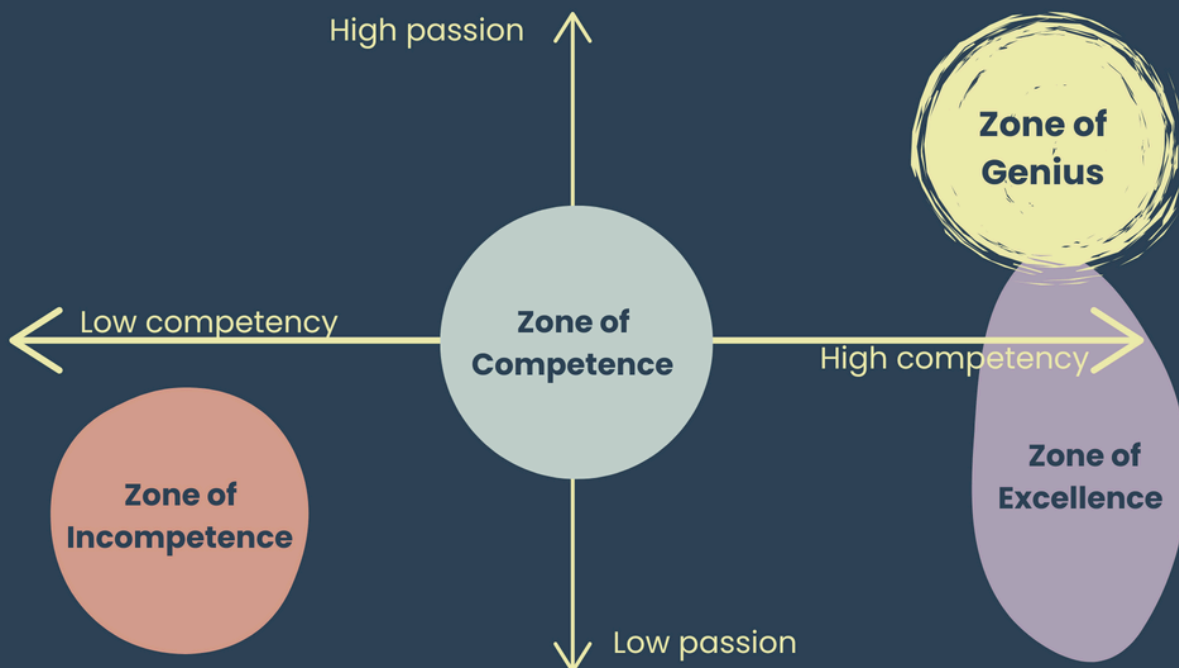
What if you could redesign your week around the work that lights you up — the tasks that energize you, use your strengths, and create the most value? That's what this *Genius Zone Task Audit* is here to help you do.

By the end of this audit, you'll walk away with:

- A clear picture of where your time and energy are going
- A visual map of which tasks to expand, reduce, or stop
- A practical plan to spend more time in your Genius Zone — and less in everything else

✨ What is the Genius Zone?

The Genius Zone is where your highest skill meets your highest energy. It's the work that feels natural, exciting, and deeply fulfilling — the work only *you* can do best. This audit helps you identify how much of your time currently lives in that zone... and how to get more of it there.



HOW TO USE THE GENIUS ZONE TASK AUDIT

[CLICK HERE](#) to watch a video with instructions instead

STEP ONE

Capture what you're doing now so you can shift it with intention.

1. List up to 18 tasks from a typical week — work, admin, meetings, life stuff... whatever fills your calendar.
 - a. Enter them in the large off-white column on the left.
2. Add the number of hours you spend on each task per week.
 - a. Using blocks of 30 minutes (e.g., 0.5 = 30 min; 1 = 60 minutes).
3. For each task, select:
 - Competence score (0–5): *How skilled are you at it?*
 - 0-1 = “incompetent”
 - 2-3 = “competent”
 - 4-5 = “excellent” or “genius”
 - Energy score (0–5): *How energized or drained does it make you feel?*
 - 0-1 = draining
 - 2-3 = neutral
 - 4-5 = energizing

✔ Once your scores are added, the Genius Zone category is automatically generated - along with the two visualizations.

📊 Visuals generated:

- Bubble Map → Time + zone for each task (bubble size = time spent)
- Bar Chart → Total time spent in each zone across your week

📝 Quick Note on Scoring

This isn't about comparing yourself to others — it's about how *you* experience each task.

👉 Be honest — and generous — with yourself.

If something lights you up or comes naturally, don't be shy about giving it a 5. You're not “bragging” — you're getting clear. You can't design a life that *feels* good if you're downplaying what's great.

STEP TWO

You've got a snapshot of how you're spending your time — now it's time to consider how you want that to change.

1. For each task, choose an Action from the dropdown:

- **Expand** – You want to do more of this (ideally what's in your genius zone)
- **Don't Change** – It's working as is
- **Delegate** – Someone else could do this instead
- **Automate** – A system, tool or tech could handle it
- **Streamline** – Simplify or do it faster with less effort
- **Exchange** – Create a win-win by swapping this task with someone who's operating in their Genius Zone — so you both do more of what you do best.
- **Stop**

You can also use the "Activity/Task Notes" tab (on the second sheet) to capture reflections, decisions, or next steps.

STEP THREE (OPTIONAL)

This step is about turning insight into action — and tracking your momentum along the way.

1. For each task, decide how many hours per week you *ideally* want to spend on it. This reflects the time you'd spend if your week was fully aligned with your Genius Zone.

- Enter this number in the Target Time (hrs/week) column.
- This activates a third chart: "Target Shift in Zones" which shows how your time shifts across the four zones — helping you visualize your "before and after" week.

2. Track Your Progress to Target

Now, update your progress for each task using the "Progress to Target" dropdown:

- Not Started – No changes yet
- Started – You've begun shifting the time
- Decrease/Increase by X hrs – You're partway there (automatically adjusts based on your entries)
- 🎯 Target Achieved – You've reached your goal!

✅ This activates the final chart:

📊 Visual 4: Progress to Target Zones

See:

- Your baseline (outer bar)
- Your current progress (inner bar)
- Your target (yellow diamond)