

1 minute boost

Getting Your Priorities Right

Many organisations don't spend nearly enough time considering whether its daily activities are actually helping take the organisation forward. Stop and take a look at all the things your organisation does, and in particular at all the activities that you and your team fill their days with. How many of them add or create value to the organisation? Hand on your heart, how many might be considered as a waste of time?

Value Adding

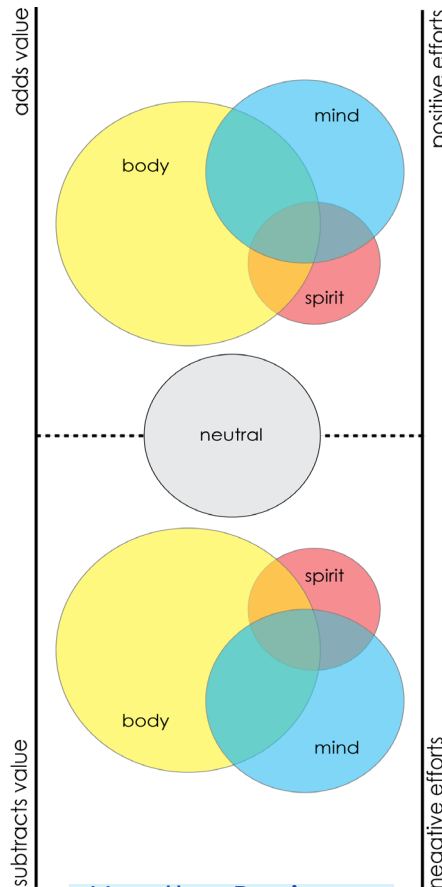
The amount of value by which goods or services are increased as a result of each individual stage of its production.

Value Creating

Value delivered to the 'bottom line' through the introduction of new methods.

Identify the Core Purpose of the Organisation
Do you undertake activities appropriate for its stated purposes?

Identify all the Activities You Undertake
Make a list of all the activities carried out by all parts of the organisation and give each a value.



How Much Time Is Spent On Each?

Work out the proportion of time and energy spent on each activity. Work out the extent to which they have a positive or negative impact.

Get the Right Balance

Work out what is the right balance for your organisation. Where you think things are out of balance work out how to get it right.

MIND Activities that increase knowledge/intelligence, what we know		BODY Activities improve the effectiveness, efficiency or profitability of the org.		SPIRIT Activities that improve morale, wellness - or that are 'good things to do'	
activity	score	activity	score	activity	score
attending first aid course	30	changing system after something went wrong	20	attending first aid course	10
changing system after something went wrong	10	cold calling clients	45	changing system after something went wrong	5
		brewing up	25	brewing up	25
Sales Meeting	30	Sales Meeting	25		
TOTAL	170	TOTAL	180	TOTAL	40

Use the Business Energy Account

Use the charts (left and right) to understand your priorities and help you get your organisation into balance.

MIND Activities that increase knowledge/intelligence, what we know		BODY Activities improve the effectiveness, efficiency or profitability of the org.		SPIRIT Activities that improve morale, wellness - or that are 'good things to do'	
activity	score	activity	score	activity	score
gossiping	-20	not seeking quality before hand over	-60	bullying the non member of staff	-20
complaining about managers	-5	over-claiming expenses	-20	complaining about managers	-20
TOTAL	-25	TOTAL	-70	TOTAL	-40

For more information about how we can help you visit www.hbsgym.com