



INVENTORY WHAT

I Say Yes to...

MEETINGS / EVENTS

- Meetings without an agenda or clear purpose
- Meeting invites where I am not needed
- Inefficient manage up meetings
- Impromptu meetings / "Hey, you got a minute"
- Unnecessary in-person travel requests

UNREALISTIC EXPECTATIONS

- Duties outside of my job description from others
- Projects without deadlines from others
- Unrealistic timelines from others
- Unrealistic results from others
- Unrealistic projections from others

STRATEGIES / OPPORTUNITIES

- The shiny object chase from others
- Chasing unqualified leads from others
- Chasing FOMO partnerships from others
- Non-exponential products from others
- One-off marketing material requests from others

TASKS / PROJECTS

- Low-priority tasks (e.g., email, busywork) from others
- Low-value one-off requests from others
- Unnecessary reporting requests from others
- Unnecessary process improvement from others
- Non-core project requests from others

SUBOPTIMAL PERFORMANCE

- Providing information that others can find
- Lack of cross-functional accountability from others
- Lack of delegation from others
- Playing politics from others
- Discounts requests from others
- Non-revenue generating activities from others
- Inaccurate reports from others
- Vanity metrics from others
- New technology avoidance from others
- Silence in strategy meetings from others
- Role ambiguity from others
- Who/What/When ambiguity from others

