



# WHAT'S YOUR "ZONE OF HARMONY"?

## "Zone of Harmony"

What are your unique abilities? What lights you up? What are you passionate about? What would you do for free? These excite you and help you grow your business. Some examples are:

- coaching
- business development
- collaborating with peers
- YOUR WHY, your reason for starting your business

**Keep these!**

## Competencies

You're okay at these, but you don't enjoy doing them and they take away from growing your business – you likely find yourself procrastinating these. Some examples are:

- document creation/editing
- bookkeeping
- social media content & management
- CRM management
- data entry

**Delegate these tasks**

## Proficiencies

You're awesome at these but they don't light you up. You likely do these without thinking about them and/or think it's too time-consuming to train someone else to do them. Some examples are:

- client onboarding
- calendar management/  
appointment scheduling
- inbox management
- invoicing & payroll

**Delegate these tasks**

## Incompetencies

You're not at all great at these and they generally require specialized services. They are critical to running your business and require proper setup and maintenance. Some examples are:

- building a website
- email marketing
- event planning
- accounting
- CRM setup

**Delegate these tasks**



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## Proficiencies

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## Competencies

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## Incompetencies

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