

Analysing Tasks for the Continuum

I created this exercise as part of Episode 5 of my podcast - [Automation for the Nation](#).

I've created a list of all the tasks I do in a Google doc. I list all the tasks that I do Daily, Weekly, Monthly and Annually and then use the tick list to add them to the Daily Task Continuum. [Tasks in blue are ones that I need to do more of!](#) For the most part we're more interested in our daily tasks so we'll focus on those for the purposes of this example.

Daily

- Writing a tweet
- Planning my day
- Answering emails
- Answering Slack
- Answering Teams
- Posting and Interacting on LinkedIn
- Meetings for AD work
- Spending time on Teams calls
- Sending receipts
- Creating proposals
- Improving my systems
- Creating and sending invoices
- Chasing invoices
- Paying invoices
- [Sending cold emails](#)
- [Prospecting for clients on LinkedIn](#)
- [Writing an email for the list](#)
- [Writing down topics for daily emails](#)
- [Working on the book](#)

Weekly

- Planning the week
- Writing a podcast episode
- Recording a podcast episode
- Editing a podcast episode
- Releasing a podcast episode
- Meetings for CoO work
- Review direction of travel for the business

- Writing a Blog post
- Discussions with business partner
- Posting a blog post to Medium
- Posting a blog post to LinkedIn
- Analysing market to ensure that I have a good list of leads
- Analysing leads and progress
- Review progress on the book

Monthly

- Invoicing
- Reconciliation with the bank
- Ensure that we have all the statements and send them into the bookkeeping system
- Review direction of travel in business and look at goals
- Review the tech that we're using and think about trying something new

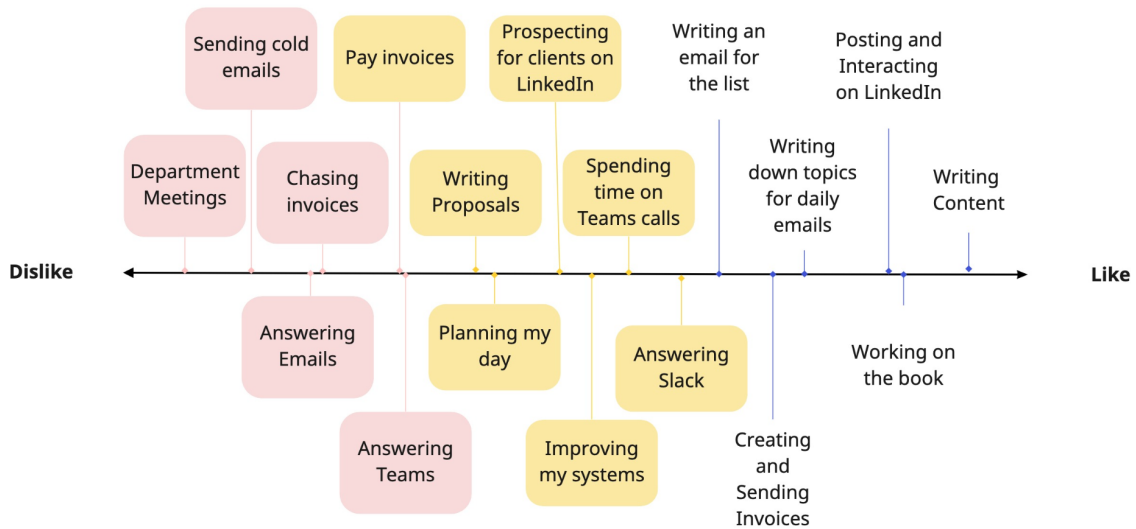
Annually

- Accounts for business
- Accounts for personal
- Review long running subscriptions and spend on tech
- Make decisions about the overall direction of the business

Plotting your results

When you've completed your list then add them to a like -> dislike continuum like this:

The Daily Task Continuum



So what does this tell you about me? I need to do more selling and spend less time working on my content! I enjoy working on content but it doesn't pay the bills!

When you're working in an office with others you could all try to fill out your Daily Task Continuum and find out a little bit more about your likes and dislikes