



metacorp

VISION | STRATEGY | EXECUTION

INNOVATION MANAGEMENT CONSULTANTS

[We Turn Your Problems Into Profits.]

FROM MIND TO MATTER™

[METABOOSTER]™ — CREATE YOUR POWER TASK LIST

Here's a METABooster™ that will increase your productivity and positively impact your growth. Get charged up and ready to tackle ANY business challenge by creating a Power Task List!

- 1 In one column, list your business challenges, problems or concerns. Rank these in the order of value to your business.
- 2 In a second column, list all the things you could do, real or fantasized, to eliminate the challenge.
- 3 For each of your options, speculate how you could mobilize your team to achieve success, listing the specific resources required to do so.
- 4 Next, develop realistic action plans committing specific resources to each of the options on a definite timeline - this is your team's To Do List.
- 5 Go back and sort your action plans based on their ROI and the ability of your team to achieve success quickly. (Hint: focus on the 20% of the work that will create 80% of the value.)

You've just created a Power Task List. Do it in order and watch your organization's productivity and growth soar. When you're done, go back to step one, if you've dealt with all your challenges, take a vacation - **you deserve it!**