OWNER TIME SELF-CHECK · MMM TRAINING

The Work Nobody Assigned You

90 SECONDS

Six things that quietly became your job. Tick the ones that aren't yours anymore.

Every blank is work you absorbed because it was faster than explaining it.

TICK ONLY WHAT IS TRUE TODAY — NOT WHAT YOU INTEND TO FIX

- ☐ **Someone other than me fixes the recurring problems.**
  If not: you're the escalation path for everything, which means nothing gets solved permanently.
- ☐ **I can leave for a week and nothing stalls waiting on me.**
  If not: your vacation is a bottleneck stress-test, and you already know how it goes.
- ☐ **Approvals happen without me in the loop for routine spend.**
  If not: you're a signature, not a strategist, and it's costing you your most expensive hours.
- ☐ **My calendar is mostly the work I'm uniquely able to do.**
  If not: you're paying owner rates for tasks a documented process could hand to someone else.
- ☐ **Questions come to a written answer before they come to me.**
  If not: you are the company's search engine, and every query interrupts something more valuable.
- ☐ **I stopped doing at least one task this year by writing it down.**
  If not: the list only grows. Nothing leaves your plate unless you deliberately move it.

Now count the boxes you left empty.

Every blank is an hour you can't reinvest. Owners rarely lose time all at once — they lose it one absorbed task at a time.

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0–1 blank
You're in good shape
Tighten the one gap before it becomes the one that costs you.

2–3 blanks
This is most businesses
Real money is sitting here. The fix is usually writing things down, not hiring.

4–6 blanks
Your business runs on you
Nothing is broken yet. That is exactly why now is the cheap moment to fix it.

WHAT THIS USUALLY COSTS

The tasks nobody assigned you are the ones you'll never delegate by accident.

They leave your plate only when someone writes down how they're done. The Operational Clarity Audit finds which ones to move first, and what each is costing you now.

Operational Clarity Audit
From $750
Book at mmmtraining.org

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