

SIMPLE WORK KICKSTART PLAN

The beauty of the ***Simple Work Kickstart Plan*** is that it will give a quick snapshot of your workload, clarity on what to focus on, and how to approach your Simple Work plan... and it only takes a few minutes to get started!

To evaluate which steps will best fit the job, prioritising the time we invest will help to discover if there is anything that can be completely eliminated and what to address first.

We do this by **measuring the value of the tasks against the time spent and the end value for the recipients of the task**. This could be the productivity of the team, the bottom line, or the happiness of the client or end-user.

STEP 1

List down everything that you have to do; pending tasks and projects, unresolved pressures, and recurring workflow issues.

STEP 2

For each point, give a **rating** on a scale of one to ten on the amount of **INPUT** is required; this can be in terms of **TIME, EFFORT, or PAIN**.

STEP 3

Then **rate** the **OUTPUT** in terms of **VALUE** for the end recipient of the task; the **BENEFITS**, end **RESULTS** or **ROI**.

STEP 4

Now that you can visualise all the tasks and issues, **prioritise** the top three based on which ones give the most value but require the most effort.

STEP 5

Finally, **brainstorm** which of the five *Simple Work* steps or combination of steps can be applied to each of these tasks.

We hope this will kickstart your process to removing the burden and tension that is present in your work with the *Simple Work* framework. We love seeing clients flourish and succeed using the *Simple Work* framework by gaining more clarity and creating positive grounded action. If this has been helpful to you, [please reach out to us](#) to discuss how we can help make *Simple Work* for your organisation too.

Check out [The Ultimate Guide To Simple Work](#) for all the details.

