

# The S.E.D.O. Tool Plus

Name \_\_\_\_\_

Date \_\_\_\_\_

Use the S.E.D.O. Tool Plus to help you focus on what really matters most.

<b>Simplify</b>	What task, activity, or process can be simplified, streamlined, consolidated or rearranged? Can the complex be simplified?
<b>Eliminate</b>	What task, activity, or process that no longer has value to the organization and/or is no longer necessary can be eliminated?
<b>Delegate</b>	What task can be delegated to other team members that will help them increase their contribution factor and free up your time to work on your most important <b>High Payoff Activities</b> and your <b>Unique Ability</b> ?
<b>Outsource</b>	What tasks, processes, or projects that are not in your wheelhouse or are not part of the core of your business can you outsource? Do what you do best and outsource the rest.
<b>Automate</b>	What tasks, processes, or projects can be systematized, combined, standardized, programmed or automated? Create systems and processes to handle repetitive tasks and create systems to support you. Automate and systematize as much as you can.

“Without reflection, we go blindly on our way, creating more unintended consequences, and failing to achieve anything useful.”

Margaret J. Wheatley