

# IDENTIFY THE WRENCH IN YOUR PLANS



IDENTIFY WHERE THE OWNER (YOU) IS THE CRITICAL BOTTLENECK.

<b>AREA</b>	<b>QUESTION</b>	<b>YOUR ANSWER/ TIME SPENT</b>
<b>The Time Sink</b>	What task do you personally handle that <i>must</i> happen daily or weekly, but a crew chief or manager could handle if the process were documented?	
<b>The Crisis Point</b>	What is the one thing that falls apart fastest when you take a day off (e.g., estimating, quality control, dispatch)?	
<b>The Knowledge Holder</b>	What is the highest-value skill or decision that only you know how to do (e.g., advanced troubleshooting, major bid pricing)?	
<b>The Biggest Fear</b>	What is your greatest fear about stepping away from the business for two full weeks?	