

High Value Activities/ Low Value Activities Examples



Low vs High Value Activities

- LVA (Low Value Activities) = tasks you know you should ditch, delegate, defer as they don't bring great value to your organization (and they are draining, boring, something you're not good at)
- HVA (High Value Activities) = tasks you are energized by, tap into your strengths, may be challenging but feel good to do, are how you add the most leverage to the company

Low vs High Value Activities

Low Value Activities	High Value Activities
Micromanaging	Strategic Planning
Doing Other People's Work	Product Development
Mediating Conflict Within Team	Cultivating Leadership in Team
Filing	Forging External Alliances
Expense Reports	Serving Clients
	Driving Revenue & Profit
Total Percentage Low: 45%	Total Percentage High: 55%

Lab: List LVA/HVA

List your Low & High Value Activities Over Average Month

Low Value Activities	High Value Activities
Total Percentage Low:	Total Percentage High: