



The Strategic Focus Map

Cut the Noise. Get the Right Things Done.

Why this Matters:

Most leaders are pulled into 100+ tasks daily. But only a few actually drive performance, profitability, and people.

This tool helps you separate the **signal** from the **noise**, so you can win back your time and lead more effectively. Ideally you want an 80/20 signal to noise ratio.

Step 1: Identify Your *Signal* Tasks (Your 80%)

Ask: **What are the 2–3 things I do that make the biggest difference to the business?**

Look for tasks that:

- Drive bottom-line results (e.g., reducing rework, improving flow)
- Unlock team performance (e.g., coaching key staff, removing blockers)
- Move strategic goals forward (e.g., upgrading processes, talking to key customers)

✍ Write down your top 3 "signal" tasks for this week (or for the day):

1. _____
2. _____
3. _____

Step 2: Spot the *Noise* (Your 20%)

These are distractions that feel urgent but don't create long-term value. They can't be fully eliminated, however, try to reduce them to 20% of your week/day!

Common "noise" tasks:

- Replying to every email instantly
- Sitting in unproductive meetings
- Fixing what others could solve
- Constant firefighting without root cause thinking



✍️ What's stealing your time right now that you can delegate, delay, or delete?

1. _____
 2. _____
 3. _____
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Step 3: Build Your Daily 3

Every morning, ask:

What 3 things must I complete today to move the needle?

Use this format to keep focus:

-  Task 1: _____
 -  Task 2: _____
 -  Task 3: _____
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Bonus Tip: Time-block your "Signal Hours"

Block 60–90 mins early in your day to work on signal tasks *before* checking email or walking into meetings.

Keep it visible

Print this sheet. Use it daily for a week. See what changes.

The right focus creates better flow, fewer delays, and more results, without adding stress.
