

# “My Tasks” Activity

**Instructions:** Write tasks that you complete on a daily, weekly, monthly, or quarterly basis in their respective sections below. Once you have a good list please highlight, circle or star tasks that could be completed by a volunteer with training.

How can you delegate these to free up your time? Is there a volunteer currently looking for more work that would be a good fit? Is there enough listed to make a position description for a new volunteer opportunity?

Daily	Weekly	Monthly	Quarterly