

Defining your circle of competence (worksheet)

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Introduction:

As a consultant it is extremely important to define your circle of competence and then stay within the perimeters of it. Those who venture outside their circle of competence get confused, their skills become diluted, results weakened and eventually they will fail. Those who stay within their circle of competence get better at their craft, develop mastery, deliver amazing results and succeed at the highest level. This worksheet will help you define your circle of competence and then delegate or remove anything else so that you can stay in your “zone”.

Instructions:

1. To complete this worksheet and define your circle of competence you must have already watched: Week 6: Minimum viable service delivery. You should have also completed the worksheet titled: “Offer analysis worksheet”. If you haven’t completed these items in full this worksheet will not work for you so please go back and complete them now. If you have completed both of the items mentioned above, proceed to the next step.
2. Load up your “Offer analysis worksheet” and then navigate to the “80/20 offer refinement” tab at the bottom of the spreadsheet.
3. Take a look at all the components of your current offer and the importance scores assigned to them. “E-Score” is the most important score and it helps you determine how efficient each component is depending on the value it adds to the client and the ease of implementing it as a consultant.
4. Right now your niche and offer will have already defined your circle of competence but what we’re looking for is your circle of competence within these specific offer components. Read through each offer component and compare it to this diagram. Think where it would sit.



Key:

Yellow circle: What people will pay you to do
 Blue circle: What you are awesomely good at
 Pink circle: What you are passionate about

5. List the offer components which you believe are within your circle of confidence? These are items closest to the "sweet spot" of the venn diagram pictured above.
6. List the offer components which you believe are outside your circle of confidence? These are items closest to the "sweet spot" of the venn diagram pictured above.
7. Can you delegate any offer components that sit outside your circle of competence to a contractor? This will enable you to save time and focus your energy on the pieces you're best at. List all of the offer components you believe you can delegate below:
8. Looking at your list of offer components from question seven above, what job title would each contractor have if they were to be in charge of completing the component. Don't worry if these job titles don't exist, you can make them up. This exercise is to start thinking about the dream team you need to put in place to stay in your zone. If one person could do all of these components and their job title is as simple as "assistant", that works just fine.
9. Looking at your list of job titles from question eight above, rank each job title in order of importance. To help you understand "importance", think about how much time each component is taking you, how much you dislike the task, how bad you are at it etc. Now list the job titles in order of importance below. 1 = most important / 5 = least important.

#1:

#2:

#3:

#4:

#5: