



Run your team's work through the **PVC Filter**

Purpose, Value, Capacity. Three questions that sort what your team should keep, hand over, stop or systemise.

Picture your Monday meeting. Everyone is busy, everything is urgent, and the same things are still waiting on Friday. Nobody is lazy. The team is simply carrying work that doesn't belong to it, at a level that doesn't pay. You can't fix that with more effort. You fix it by deciding, item by item, what deserves the time.

The three questions

P

Purpose

Must this be done at all, and must this person be the one to do it?

Necessity and involvement.
Habit and comfort are not reasons.

If no: eliminate it or delegate it.
If yes: move to V.

V

Value

Is this a \$5-an-hour task or a \$500-an-hour task?

Leverage and worth. Admin and low-leverage work versus judgement, strategy and impact.

If \$5: delegate it or automate it.
If \$500: move to C.

C

Capacity

Hours are fixed. To keep this, what do we stop, slow down or swap?

Trade-offs and resources.
Capacity is a limit, not a suggestion.

Make the hard choice and protect time for the high-value work.

The rules that make it stick

- Use PVC as the filter before anyone says yes to new work, not once a quarter.
- Take out the low-Purpose and low-Value items first. That is where the hours are.
- Treat each person's week as a fixed budget. Anything added means something named comes out.
- Point the time you free up at the high-Value work that serves the Purpose.



RUN IT WITH YOUR TEAM

Thirty minutes, one meeting, a lighter plate

Minutes	What you do
0 to 5	Dump the plate. Each person lists every meeting, task, decision and project they are carrying. No tidying.
5 to 20	Run the filter. Every item goes through Purpose, then Value, then Capacity. Be honest about what is being done out of habit.
20 to 25	Sort it. Each item lands in one of the four lists below, with a one-line reason.
25 to 30	Name the one thing and the trade. The highest-value item to protect this week, and what gets dropped, handed over or delayed to make room.

Keep

Only this person can do it, and it is high value.

Delegate

Name who it goes to, and why them.

Eliminate

Stop it. Say what actually happens if nobody does it.

Systemise

A template, a rule or a tool handles it instead.

Your sort sheet

Item	P	V	C	List	Owner

When the filter isn't enough

If items keep landing in Delegate but never leave, look at why. When a capable manager would take it on if they had the authority, the information and an hour free, the problem isn't the manager. It's friction in how decisions are set up, and no amount of sorting will move it.



Book a free 30-minute friction diagnostic

Jimmy Burroughes shows you where decisions stall across your managers, which cause sits behind it and what it costs in hours and dollars. You leave with the answer whether or not we work together.

jblhighperformance.com/book-diagnostic