

What Does Not Need Doing at All

Go through your list and take things off it on purpose.

WHEN TO USE THIS

Use this when the list has grown longer than any week could hold.

Write down what is on your list right now. As many as you can.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Go through them one at a time. Which are really yours to do, and which are not?

ACTUALLY YOURS

NOT REALLY NEEDED

_____	_____
_____	_____
_____	_____
_____	_____

Cross out one thing for good. What is it, and what happens if it never gets done?

_____	_____
_____	_____
_____	_____
_____	_____

Deciding not to do something is a real decision. It clears space like finishing does.