

Print out copies of the sheet below to create your Do-Not-Do List and then check weekly to see if you've been able to remove things that aren't priorities for you.

See suggestions from the Do-Not-Do List section in Chapter 10 to help come up with what you can take off your plate and stop doing to focus on where you want to intentionally spend your time.

My Do-Not-Do List:

- | | |
|-----|-----|
| 1. | 11. |
| 2. | 12. |
| 3. | 13. |
| 4. | 14. |
| 5. | 15. |
| 6. | 16. |
| 7. | 17. |
| 8. | 18. |
| 9. | 19. |
| 10. | 20. |