



Your Not-To-Do List Tool

More important than a to-do list is a "Not-To-Do List." This exercise will help you find out what you should NOT be spending time on and help you either automate them, delegate them or eliminate them!

Name: _____

Date: _____

What actions and what things do you spend time on that don't serve growth, greater income, empowerment, your higher power, your family or a bigger future?

01	_____	Automate	Delegate	Eliminate
02	_____	Automate	Delegate	Eliminate
03	_____	Automate	Delegate	Eliminate
04	_____	Automate	Delegate	Eliminate
05	_____	Automate	Delegate	Eliminate
06	_____	Automate	Delegate	Eliminate
07	_____	Automate	Delegate	Eliminate
08	_____	Automate	Delegate	Eliminate
09	_____	Automate	Delegate	Eliminate
10	_____	Automate	Delegate	Eliminate

01

What are the top 3 actions that move the needle the most in my life?

02

What are the top 3 things I must eliminate first in my life?
