

NOT-TO-DO LIST™

WHAT DO YOU NEED TO ELIMINATE OR STOP DOING?

List all of the possibilities below. Then, you can circle or highlight the ones that need to get the boot because they don't serve your greater purposes.

TASKS

MEETINGS

RELATIONSHIPS

OPPORTUNITIES

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TASKS

Watching evening news
Checking Facebook during
the workday
Writing blurbs for other
people's books

MEETINGS

John's nonprofit board
meetings
Marketing brainstorm
sessions with whole team

RELATIONSHIPS

Shana from across the
street (drama drains me)
Philip Braxton (SO nega-
tive about self-improve-
ment)

OPPORTUNITIES

YouTube vlog channel
Duplicate blogging ef-
forts on Medium
Chairperson for new busi-
ness cohort

