

NOT TO DO LIST

This worksheet is designed to assist you in identifying priorities. Write down everything you must do, *think* you need to do, and want to do. After recording all commitments, activities, assignments, etc. under the **Everything On My Plate** section, match the appropriate items with the category boxes to the right. Cross off each item that you place in a category. Any items left in the **Everything On My Plate** box are the items that require your attention and focus.

EVERYTHING ON MY PLATE

OTHER PEOPLE'S RESPONSIBILITIES

ISSUES AND TASKS THAT ARE OUT OF MY CONTROL

ACTIVITIES THAT DRAIN ME

THINGS THAT I DON'T NEED TO ATTEND TO...

