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, decide which things might belong in the boxes on the right hand side of the page: 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.

**Other People’s Responsibilities**

Other People’s Responsibilities

**Everything on My Plate**

**Issues & Tasks That Are Out of My Control**

**Activities that Drain Me**

**Things That I Don’t Need to Attend To**