

## Do, Dump, Delegate Worksheet

Focusing on the highest priority action steps and delegating the lowest priority action steps is one of the secrets of time management and cultivating inspiration. Take time to fill this worksheet out regularly... you are worth it.

- Step 1: Write down all of your to-dos
- Step 2: Decide if you can dump it or delegate it. If you can delegate, who can you delegate it to?
- Step 3: Add in due dates
- Step 4: Look at your to-do items- do any feel too big or the thought "I don't know how" arises? If so, chunk it down into smaller to-dos until you know the next step to take
- Step 5: Organize the tasks based on the due dates
- Step 6: If needed, do the Uninspired To-Do worksheet on any item that doesn't feel inspiring Repeat regularly

To-Do Item	Dump	Delegate/To Whom	Due Date