

The
TO-DO LIST SOLUTION™

A necessary habit for joy-filled practice.

WRITE DOWN EVERYTHING THAT YOU NEED TO
DO OR NEED TO HAVE DONE

ASK THE QUESTION: WHAT NEEDS TO BE DONE TO GET MY PRACTICE AND LIFE TO
THE NEXT STEP?

A large, empty rectangular box with a black border, intended for the user to write their response to the question above.

Five minutes of writing.

WRITE DOWN 10 MORE ITEMS THAT YOU DID
NOT LIST ON THE LAST PAGE

A large, empty rectangular box with a black border, intended for the user to write down 10 more items that they did not list on the previous page.

DETAIL YOUR LIST

Go back to your lists:

HIGHLIGHT THE ITEMS THAT CAN BE DELEGATED.

~~CROSS OUT~~ WHAT DOES NOT NEED TO BE DONE.

CIRCLE WHAT YOU MUST DO.

DELEGATION LIST

Items to be delegated:

MY NEW TO-DO LIST

What I need to do:

PLAN FOR ACTION

Done today: _____

Done this week: _____

Done in the next couple of weeks: _____

Can wait a month: _____

Can wait a couple of months: _____