WORKSHEET:

Freeing up your time for transformation

Directions: for 2-3 days, keep track of all your activities. If possible, have someone else at your workplace do this as well. At the end of the two days, spend at least 30 minutes discussing what you discovered. Have your plan or task list for the week ahead close at hand. Delegate or eliminate any activities that are low priority and/or that you dislike.

Discuss how you might shift some of the values that are holding your busyness in place (your value is tied to how much you work, you feel you need to do every task on your list or you are not competent, you need to work hard all the time, etc)

Make sure you add time at the end or beginning of each day to scrutinize your to do list for the following day and eliminate anything that is not essential to you and your organization's mission.

Date	Task or Activity	Time Takes	Like? 1-5	Importance? 1-5	What would happen if I stop?	Who else can do it?	Feelings

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