More important than a to do list is a “not-to-do-list.” This exercise will help you find out what you should NOT be spending time on and help you either automate them, delegate them or eliminate them!

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What actions and what things do you spend time on that don’t serve growth, greater income, empowerment, or a bigger future?**

| List the actions that you spend time on | Automate? Delegate? Eliminate |
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What are the top 3 actions that move the needle the most in my life:

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What are the top 3 things I must eliminate first in my life?

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