



# YOUR NOT-TO-DO LIST

A "not to do list" is more important than a "to do" list when you are trying to figure out what you should NOT be spending your time on and help you automate, delegate, eliminate, change or keep these tasks.

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

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

List the actions you spend time on	Circle one of the following for each
1.	1. Automate Delegate Eliminate Change Keep
2.	2. Automate Delegate Eliminate Change Keep
3.	3. Automate Delegate Eliminate Change Keep
4.	4. Automate Delegate Eliminate Change Keep
5.	5. Automate Delegate Eliminate Change Keep
6.	6. Automate Delegate Eliminate Change Keep
7.	7. Automate Delegate Eliminate Change Keep
8.	8. Automate Delegate Eliminate Change Keep
9.	9. Automate Delegate Eliminate Change Keep
10.	10. Automate Delegate Eliminate Change Keep

**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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