

Not To Do List

Drafting and committing to a “To Do” list can be easier than doing the same for a “Not To Do” list, but financial rewards of the latter are more significant. Now that you have determined both your hourly value and the number of productive hours you engage each day, identify what you are doing that is not directly producing revenue.

What should you stop doing? Write down some ideas, as this is the first step to actually making your time more focused on business, and less on being busy.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____