

WEIGHT YOUR TO-DO DECISIONS DAILY

Have you been procrastinating with some important projects you need to get finished in order to move closer to your big goal?

Questions to ask yourself today - and every day:

What do I want to accomplish today?

Ask yourself why you are doing it now:

Doing it just to be done with it, to check it off the list

Have to do - routine or necessary evil or obligation

Most urgent

Most productive

What will give me greatest results for my wants and **goals at top of my list?**

Make your decision and weight it by the highest priorities - by asking & putting tasks in order.

How long will it take? What part of it can I accomplish today?

Plot out on calendar time values of every segment & when you will do it.

How will I feel when I complete it?

With that finished, what am I free to do/accomplish next?

How much closer to my highest (& most exciting, gratifying, fulfilling) goal will I be?

How will that make me feel?

If you are a chart kind of person, you may want to develop a spreadsheet or checklist to help you with this.

- **Develop Excel Worksheet with areas to answer and weigh questions with points & priorities**
- **Check off areas when accomplished**
- **Roll over next major goal or project to head of Worksheet**
- **Can have area for 2-3 projects in one day**
- **Can have project sheet for each one taking 8 hours or more (break down more complex goals or projects)**