



Exercise:

My Not-to-Do List

A not-to-do list is more important than a to-do-list. A powerful not-to-do-list will consciously help you break bad habits, lower your risk of burnout, and actually improve your productivity in the long-run. Use this exercise sheet to stay up-to-date on tasks that are worth your time.

Things that are out of my control

Things that waste my time

Things I feel obliged to do

Things that are other people's responsibilities

Things I do not trust anyone else to do well enough

Things that actually do not need to be done

Things that someone else could do, but don't

Actions: