

# DO LESS FIRST

Are you ready for a change? Are you thinking about a new goal?

Busy high-performers struggle with finding the time to invest in change.

Below is a simple 1-page worksheet designed to make time for the changes you need.

**First**, identify 3 things from work and from home that you should stop doing.

**Then**, list 3 things that you will start doing instead to invest in yourself.

**Next**, think about the people you should spend less time with and those to spend more.

**Finally**, there is room for your own Custom Category of LESS and MORE.

**Print and pin it up to reinforce your daily progress.**

# DO LESS FIRST

	What can you do LESS of...	To make MORE time for...
Work Tasks	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____
Non-Work Tasks	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____
People (time spent with)	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____
Custom Category: _____ —	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____



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	What can you do Less of...	To make More time for...
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Custom Category: _____	1. _____ 2. _____ 3. _____	1. _____ 2. _____ 3. _____