

PRIORITIZING YOUR TO DO LIST

➔ What's your capacity right now?

High or Low Energy / Thinking or Checklist

➔ How much time do you have?

➔ Are there any fires to put out?

Will this action move your business forward?

➔ Pick 3 Things:

Is someone waiting on you to do their job?

What will make you money today?

What is the next step to move your biggest project forward?