

WHEN IS SOMETHING WORTH DOING?

I once read that effective executives focus only on tasks that move their company forward; everything else can wait! I made this worksheet to help develop that mindset for my freelance design business.

INSTRUCTIONS

Fill in a bubble whenever you get something on the list done! If it's not on the list, it doesn't count!

More info at davidseah.com/pceo/cgt

- 10** _____
- 10** _____
- 5** _____
- 5** _____
- 5** _____
- 2** _____
- 2** _____
- 2** _____
- 1** _____
- 1** _____

THE PRINTABLE CEO™ CGT03x5-03A-100101

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WEEK	NUM	BEGINNING MONDAY	MONTH and DAY	YEAR	2010						
10x	0000	5x	0000	2x	0000	1x	0000	=	<input type="text"/>	MONDAY	
10x	0000	5x	0000	2x	0000	1x	0000	=	<input type="text"/>	TUESDAY	
10x	0000	5x	0000	2x	0000	1x	0000	=	<input type="text"/>	WEDNESDAY	
10x	0000	5x	0000	2x	0000	1x	0000	=	<input type="text"/>	THURSDAY	
10x	0000	5x	0000	2x	0000	1x	0000	=	<input type="text"/>	FRIDAY	
10x	0000	5x	0000	2x	0000	1x	0000	=	<input type="text"/>	SATURDAY	
10x	0000	5x	0000	2x	0000	1x	0000	=	<input type="text"/>	SUNDAY	
									END OF WEEK	<input type="text"/>	TOTAL POINTS

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10x	0000	5x	0000	2x	0000	1x	0000	=	<input type="text"/>	MONDAY	
10x	0000	5x	0000	2x	0000	1x	0000	=	<input type="text"/>	TUESDAY	
10x	0000	5x	0000	2x	0000	1x	0000	=	<input type="text"/>	WEDNESDAY	
10x	0000	5x	0000	2x	0000	1x	0000	=	<input type="text"/>	THURSDAY	
10x	0000	5x	0000	2x	0000	1x	0000	=	<input type="text"/>	FRIDAY	
10x	0000	5x	0000	2x	0000	1x	0000	=	<input type="text"/>	SATURDAY	
10x	0000	5x	0000	2x	0000	1x	0000	=	<input type="text"/>	SUNDAY	
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