

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