

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

WEEK	NUM	BEGINNING MONDAY	MONTH and DAY	YEAR	2009					
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
END OF WEEK <input type="text"/> TOTAL POINTS										

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10x	0000	5x	0000	2x	0000	1x	0000	=	<input type="text"/>	MONDAY
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