

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** It's life-sustaining billable work!
- 10** It's signing new business!
- 5** It's publishable code! Ship it!
- 5** It's sharp visual design! Show it!
- 5** It's concrete planning or accounting!
- 2** It's new self-promotion!
- 2** It's a new article for the blog!
- 2** It's social or business development!
- 1** It's maintaining an old relationship!
- 1** It's making a new relationship!

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"/>	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	
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