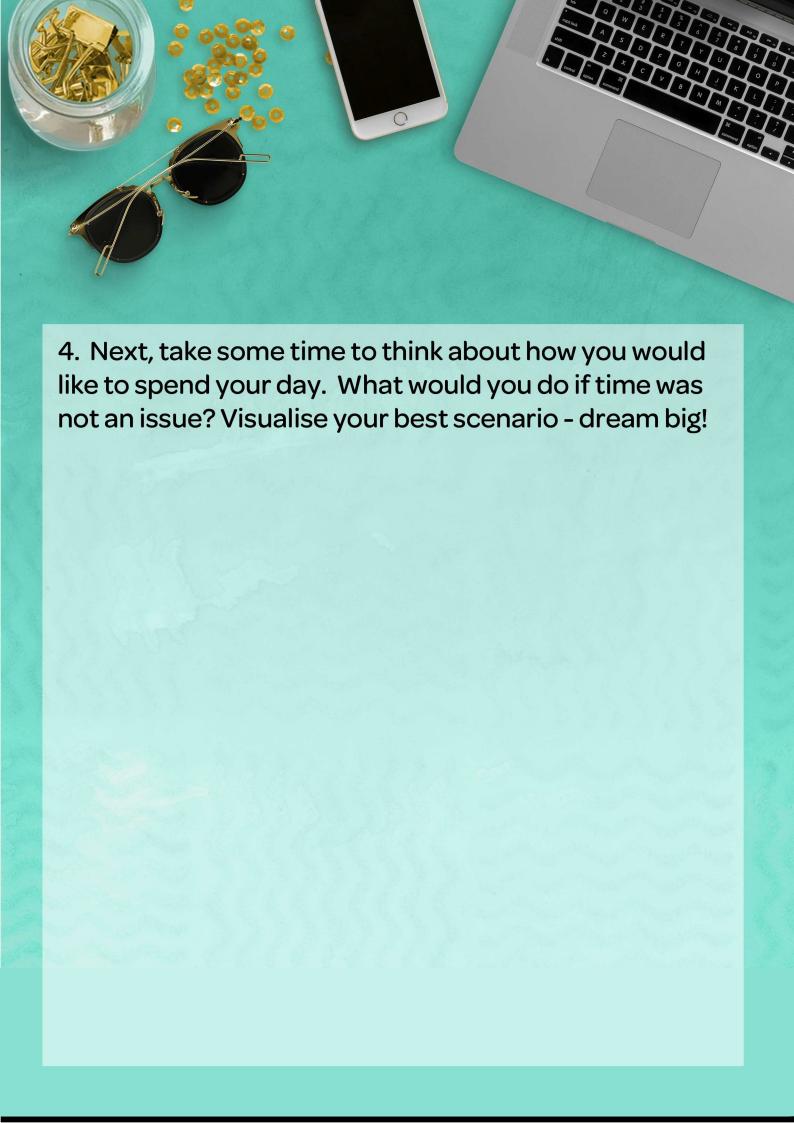


execangels





3. Which of these jobs drain you/leave you stressed?





5. How many activities from your best day can you turn into goals? List them below, as follows:

I will...



6. Review your answers to question 3.

- a) How many of these activities are essential?
- b) Can you delegate anything?
- c) Do any of these activities contribute to your goals?
- d) Are you doing them because you feel you can't say no?
- e) How many of these tasks can you get rid of altogether?



7. Make your action plan for productivity! Remember...

- Set your goals (short and long term).
- Be kind to yourself first and foremost don't be afraid to say no.
- Who can help? Contact them asap and delegate some tasks.
- Do something EVERY DAY that makes you smile and feel good.