

Learn to Say No – Stop Doing List

Don't just have a to-do list, create a stop-doing list! What tasks will you either stop doing, or delegate and empower others to do? What meetings will you no longer attend because your presence isn't essential? What data or reports do your team produce and yet you aren't sure people even use anymore?

Stop doing:

Don't simply cross items off or remove completed tasks from your to-do lists. Have a period of reflection at the end of the week to acknowledge what you have accomplished – you will no doubt surprise yourself!