

# Knowledge BOMB:

Busy does not equal impact.



## Exercise TO-DO LIST HACKING

Let's get out your to-do list, and if you don't have one, spend a few minutes and look at your week, and maybe next week too, and write down all of the things that you need to get done, the meetings on your schedule, the time that you have given away to others. Then, after you do, ask yourself these four questions for each and every one of them.

List the request for your time here. It might be a task or a meeting, large or small.	Will doing this thing help me?	Will doing this thing help someone else?	Will doing this thing bring joy?	Can or, better, should someone else do it?
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				



Look back at your to-do list, and make a plan for what will you cut out right now.