

Not To Do List

Fill in the boxes below with all of the projects and tasks you have on your plate. Try focusing on everything that is NOT your responsibility.

Clarifying what is and is not your problem to solve, and organizing these thoughts can help declutter your mind.

Things I need to do

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Things I can not control

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Things outside of my responsibility

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Things I do not need to do

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Things outside of my control

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What I absolutely need to do

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