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/accounting!

2 It's new self promotion!
2 It's a new article for the blog!
2 It's social or business dev!

1 It's maintaining old relationship!
1 It's making new relationship!

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WEEK NUM BEGINNING MONDAY MONTH and DAY YEAR 2007

10x	5x	2x	1x	=	MONDAY
10x	5x	2x	1x	=	TUESDAY
10x	5x	2x	1x	=	WEDNESDAY
10x	5x	2x	1x	=	THURSDAY
10x	5x	2x	1x	=	FRIDAY
10x	5x	2x	1x	=	SATURDAY
10x	5x	2x	1x	=	SUNDAY

END OF WEEK TOTAL POINTS

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END OF WEEK TOTAL POINTS

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