I once read that effective executives focus only on tasks that move their company forward; everything else is a distraction! This worksheet develops that mindset by specifying which activities lead to business growth. Just fill in a bubble whenever you can say you did something that is on the list, and try to maximize your points every week.

WHEN IS SOMETHING WORTH DOING?

1. It's life-sustaining billable work!
2. It's signing new business!
3. It's publishable code! Ship it!
4. It's sharp visual design! Show it!
5. It's concrete planning or accounting!
6. It's new self-promotion! Show it!
7. It's a new article for the blog! Post it!
8. It's social or business development!
9. It's maintaining an old relationship!
10. It's making a new relationship!

WHAT ELSE IS GOING ON THIS WEEK? Life just happens. Use this area to keep notes on the unexpected.