

To-do or Not To-do?

As you look at each task or meeting, ask yourself the questions below. If you answer “Yes” to at least one of the questions, then there is room for that item on your to-do list. If not, add it to your to-don’t list.

- Does this support one of my RBGs?***
- Is this a fundamental part of my job description?***
- Is this work visible and/or does it give me access to a valuable connection?***
- Does this work bring me joy, and do I want to continue to make time for it?***