

MY NOT-TO-DO LIST

DISTRACTIONS FROM STAYING PRODUCTIVE

MY WEAK SPOSTS FOR SAYING NO

LOW LEVEL TASKS

NOT MY COMPETENCE - DELEGATE OR OUTSOURCE

OTHER PEOPLE'S RESPONSIBILITIES

TASKS THAT EMOTIONALLY DRAIN ME

BAD HABITS

DOESN'T NEED TO BE DONE - DELETE

THINGS OUT OF MY CONTROL



<http://agileanlife.com/the-not-to-do-list/>