

Beating Burnout by Taking Stock

Instructions: On the lines below, list all the tasks and decisions you routinely make that you think you might be able to eliminate, delegate or automate. List as many as you can in five to ten minutes. But don't waste time trying to identify them all. You can always add to the list later. Once you have done this, place an E, a D, or an A next to each one to define whether you think you can eliminate it, delegate it, or automate it. Then select one and consider how you can remove this commitment from your daily or weekly routine. Once you have done so, choose another and do the same. Choose the "low hanging fruit" first. Don't overthink this. Eliminating a task might be as simple as ceasing to do it. Don't ask permission. Just stop. While you may experience a bit of discomfort when making these small changes, you will be more than rewarded by the cumulative time and energy you will save.

This image shows a blank sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.