

## Worksheet

Please use this worksheet to record your goals and notes as you read this book. This will help you to keep track of your thoughts, and serve as a record for you to check back on your progress on the path to time management and productivity.

Don't worry if you want to read the book a second, third, or tenth time -- this worksheet is available for free download at <http://www.mcbrideforbusiness.com> or <http://shannongregg.com>

**What are your visions and dreams? Track them here.**

D - Dream \_\_\_\_\_  
R - Relate \_\_\_\_\_  
E - Evaluate \_\_\_\_\_  
A - Adjust \_\_\_\_\_  
M - Modifications \_\_\_\_\_

**What are your priorities? List them here.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What can you delegate? Brainstorm ideas here.**

\_\_\_\_\_  
\_\_\_\_\_

**Who could be your coach or accountability buddy? List some ideas.**

\_\_\_\_\_  
\_\_\_\_\_

**Who are the "people" you are trying to influence to improve?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What is the process that you are trying to improve?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The Five Whys: What issue are you facing?**

_____	Why?
_____	Why?
_____	Why?
_____	Why?
_____	Why?
_____	

**What technology could you consider for your current “people” and “process?”**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

