

YOUR TO-DO LIST

Do you have a running list of to-dos that you NEVER seem to find the time to do? Each week, the list contains the same items over and over. Do you tend to PROCRASTINATE because you don't like to do them? Or maybe you're not sure HOW to do them? Whatever the reason, these weigh on our minds and when they come up during the day we think, *"Ugh! I really need to do this!"* As a result a feeling of overwhelm sets in! And worse, by not getting things done, we increase the likelihood of giving up altogether!



Print this list to help you become more productive so you don't give up. As you go through your week, take time to jot down the things you would love to be able to hand off to a trusted partner like your Virtual Assistant!

