

Face-off

What needs to be ditched?

This exercise is all about taking a good hard look at **the sh*t that doesn't get done**.

Why? Because those losers need to be addressed. And that might mean reallocation to someone who DOES like doing that stuff, or it might mean ditching it altogether.

So ask yourself:

- Which tasks are falling off the wagon?
- Why?
- Is it a should? Or a must?
- Can someone else do it?
- Can you drop it?

Task	Should or must?	Drop-able?	Who could do this?
e.g. tax			

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BONUS QUESTION: Which one of these projects if completed would set up other projects for success? Prioritize that one. (This is from Gary Keller's *The One Thing*.) What ONE thing, if I complete it, would make **everything else easier**?