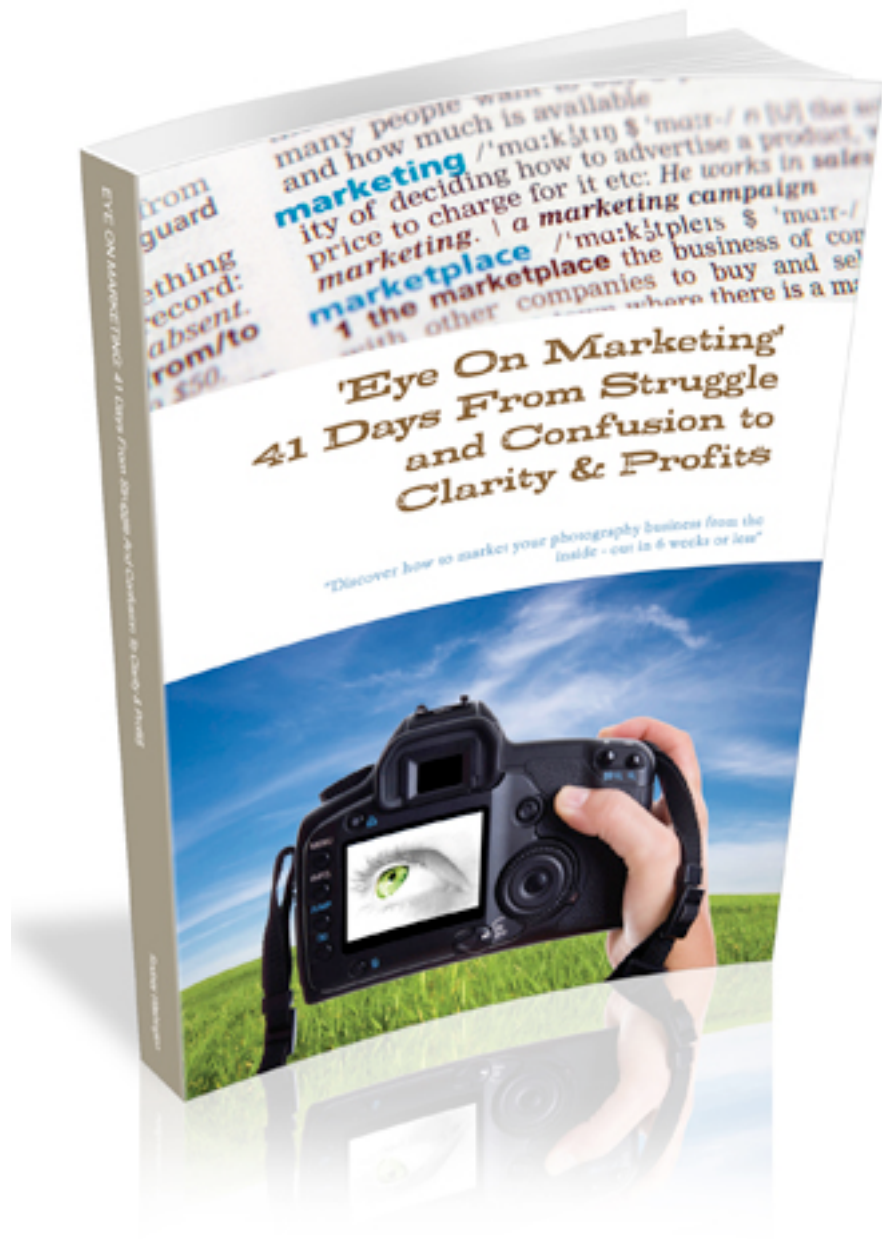


# Clarity Into Profits FREE Training Series

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Shorten  
Your To Do  
List and  
Lengthen  
Your To Be  
List

# Get Into Action Checklist

- Do Less, So You Can Be More
- For at least one week write down everything you're doing currently
- Don't leave anything out
- What ideas, solutions or revelations did you have?
- Notice the things that don't inspire you

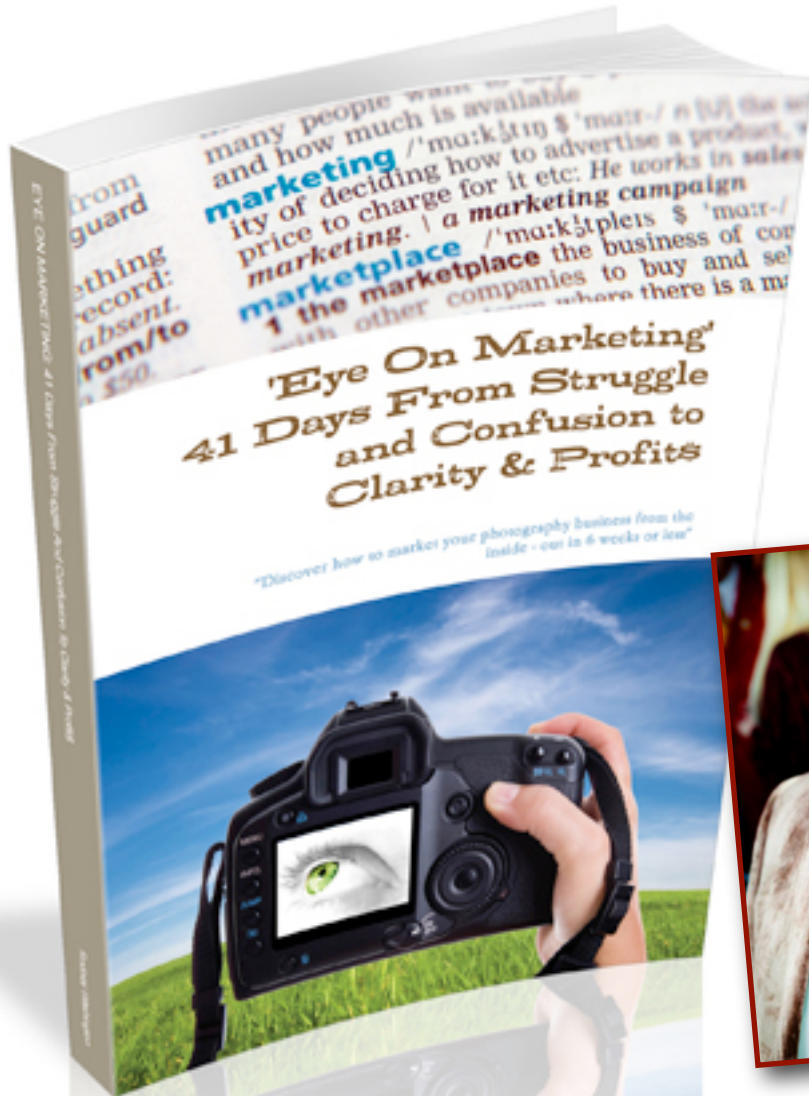
# Get Into Action Checklist

- Notice the things you enjoy doing that you never seem to have time for
- Next: take out 4 sheets of paper and write the following on the top of each page:
- Let Somebody Else Do It
- Decide Later
- Forget About It

# Get Into Action Checklist

- Fun, Should Be Doing More Often
- Run all of the items from your to-do list over these four pages
- Example: for the 'Let Somebody Else Do It' items on that list delegate these tasks
- Warning: Make a decision about your 'Decide Later List', don't let this list linger
- Follow suit with the other 2 lists

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Rodney

Do you someone  
who could benefit  
from this training?  
If, so please pass it  
on. Thank you:-)