

3 Journal Prompts for Simplifying Your Schedule

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<p>1 - BRAIN DUMP:</p>	<p>2 - ELIMINATE:</p>
<p>List of all your current responsibilities, below. Include everything, both personal and professional, from planning your cat's birthday party to posting on Instagram 5x each week.</p>	<p>What is one responsibility you can take-off your plate by the end of the day? The end of the week? The end of the month? For the rest of the year? What no longer brings joy or adds considerable value to your life?</p>
	<p>3 - IDEATE:</p> <p><i>Some ideas for further simplification:</i></p> <p><i>Automate:</i> What are the tasks you do over and over again? Can you create a template for this task or invest in software that performs the task for you?</p> <p><i>Outsource:</i> What task can you hand-off to someone else? For example, hire a home cleaning team, order takeout once a week, order grocery delivery, or ask a child, partner, or roommate to take care of a household task.</p> <p><i>Eliminate:</i> What tasks that are not making valuable contributions towards your next goal? Perhaps you could eliminate a low-performing service to focus on improving a high-performing one, or go from posting 5x each week on Instagram to 3x.</p>

DISCOVER MORE WAYS TO SIMPLIFY YOUR SCHEDULE

Take the 6-part *Tune-up Challenge*
available on slowentrepreneur.com

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