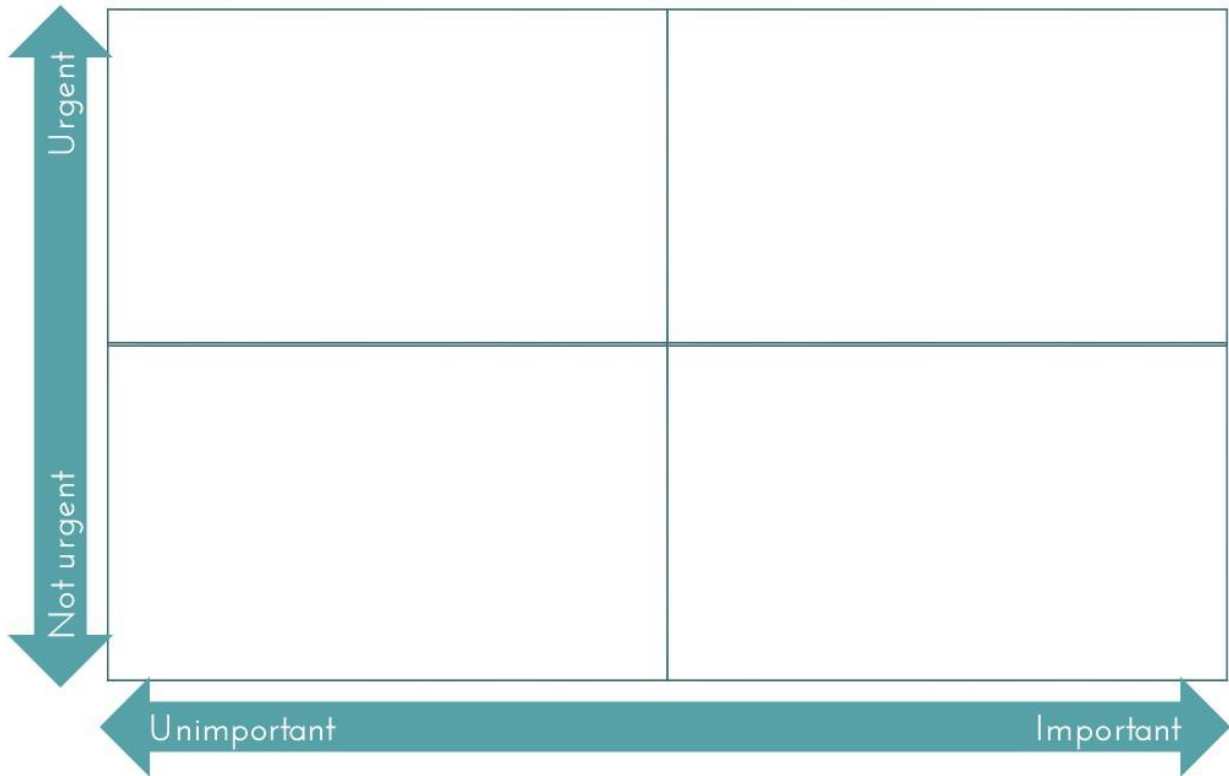


# becoming SUPER-YOU

## module 3 workbook

How I spend my time...

Which kinds of tasks do you complete, in each area, and how many hours do you typically spend on each, in a week? Work out the percentages. And, be honest, there's no point lying to yourself.



What this means to me...

QUIT your job and get a life

# QUIT your job and get a life

# TODO list

My Tasks						Delegated Tasks					
No.	Task description	Priority level	Who benefits?	Who's responsible?	Deadline	No.	Task description	Priority level	Who benefits?	Who's responsible?	Deadline
1				me		1					
2				me		2					
3				me		3					
4				me		4					
5				me		5					
6				me		6					
7				me		7					
8				me		8					
9				me		9					
10				me		10					
11				me		11					
12				me		12					
13				me		13					
14				me		14					
15				me		15					
16				me		16					
17				me		17					
18				me		18					
19				me		19					
20				me		20					

Things that I am easily distracted by....

I will overcome these by...

Things I waste time on that I can ditch

Things I spend time on that I can delegate

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Other habits I have that don't benefit me...

Good habits I could introduce, to improve my effectiveness...

People and attitudes that I am afraid might stall my efforts

I will overcome these by...

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I will help the important people in my life, to come to terms with my decisions, by...

The limiting beliefs that are currently boxing me in are...

I challenge them because...

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My inner wimp is afraid of...	Her positive intention is...	I can fulfil the positive intention by...
Negative things my inner wimp tells me...	I can counter these by....	

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Things beyond my circle of influence, that I waste my time on...

Things within my circle of influence, that I don't give enough focus to...

QUIT your job and get a life

In my Comfort Zone is...

In my Stretch Zone is...

In my Panic Zone is...

To stretch myself, I will expose myself to the following uncomfortable situation(s), until it falls within my comfort zone

I'll know I'm making progress when...

A recent negative experience I can turn into a lesson is...

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