

# Decision Filter Worksheet

Even with your big-picture vision, your top three monthly goals, and your top three to five weekly goals in place, you will face a constant stream of new options and potential distractions. One of the best tools for staying focused on what is important is a decision filter.

My current filter consists of four questions that I ask about a new idea, project, or opportunity:

1. Does it move me toward my purpose and vision?
2. Is it my unique ability?
3. Will it improve my quality of life?
4. Will it be fun?

If these filter questions resonate with you, feel free to use them. Or, I encourage you to create your own set of three to five questions you can ask when faced with any new option, activity, or opportunity.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

What will you say no to today?

Saying no may mean it should not be done at all. But it may also mean that it should just be someone besides you who does it.

To NOT Do List	To Delegate