

TASK AUDIT

Task	Why?	Energy Need	Estimated Time	Dhuck It	Actual Time
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Tasks from your To-Do list

Routine tasks NOT on your To-Do list

Tasks that have been on your To-Do list for MONTHS/YEARS 😊



TASK AUDIT

Directions:

Tasks: Add tasks from your To-Do list.

Add tasks you routinely do yet never make it to your To-Do list.

Add tasks you've been saying you need to do for months (or years) but haven't done yet.

Why: Which of your goals does this task support?

What's the priority?

Why are you doing it?

Energy Need: Is this a *high* energy task or *low*? *Medium*?

Do you need to do it when you're at your best, or can you do it when you're tired and feel you can't focus?

Is there a task that I can start with? This would be a *gateway task*.

Is this a *gateway task* that could build your energy for a more important task?

Estimated Time: Estimate how long it will take you to complete the task.

Dhuck It: Choose one of the 5 Ds.

DUMP | *DELEGATE* | *DIMINISH* | *DEFER* | *DO*

Watch [The 5 Ds to Dhucking Your Responsibilities](https://youtu.be/5-eADpkvu0) (youtu.be/5-eADpkvu0).

Actual Time: Time how long it takes to complete the task in real life.

