



Write a long list of everything that you have to do. Then sort the list out into your A's, B's and C's

A's are things that you have to do today

B's are things that are nice to do and C's are things that you will delegate

Then order your A's, B's and C's so that you have A1, A2, A3 etc, and similarly with the B's and C's

A1	Publish my prescription for success in time to go out tomorrow
A2	Put slides in my course videos to get to videographer tomorrow
A3	Drink 2 litres of water today
A4	Plan meals for the rest of the week
A5	Plan Mastermind group
A6	Do workbook for course
A7	Make list of NLP training people for next course
	And so on
B1	Take dog for a walk
B2	Relax and watch TV
B3	Ring my friend
B4	Read Flow
C1	Ask my VA to do my mileage
C2	Shopping for the week
C3	Editing videos
C4	Ask my husband to buy glue and paint and magazines for Mastermind group