**EXAMPLE - What I Do Today – What I Don’t Do – What I Should Stop – Continue As Is – Continue – Start Doing**

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| **#** | **What I Do Today…** | **How ImportantFor You?A/ B/ C** | **How Important forFor Your Boss/ Colleagues?A/ B / C** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
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| **7** |  |  |  |
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| **#** | **What I Don’t Do Today That the Job Requires Me to Do…** | **How ImportantFor You?A/ B/ C** | **How Important forFor Your Boss/ Colleagues?A/ B / C** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |
| **8** |  |  |  |
| **9** |  |  |  |
| **10** |  |  |  |
| **11** |  |  |  |
| **13** |  |  |  |
| **14** |  |  |  |
| **15** |  |  |  |
|  | **What I Don’t Do Today That I Would Like to Do…** | **A / B / C** | **A/ B/ C** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |

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| **Stop** | **Continue As Is** | **Continue Improved** | **Start Doing** |
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