List the activities above that are "red" (activities that drain your energy):

_____    _____    _____

_____    _____    _____

_____    _____    _____

_____    _____    _____

_____    _____    _____

Categorize those "red" activities into those you can possibly Eliminate, Delegate, or Increase Efficiency:

Eliminate                                  Delegate                            Increase Efficiency

_____    _____    _____

_____    _____    _____

_____    _____    _____

_____    _____    _____

_____    _____    _____