

## Trash, Transfer, Trim, Treasure

What do you need to Trash, Transfer, Trim, or Treasure<sup>1</sup> to sustain yourself, minimize burnout, and achieve your goals?

Make a list of responsibilities/activities from the past two weeks. Identify what to continue doing or stop doing in order to achieve your goals in a way that fuels you. After creating the list, put the appropriate symbol next to the task. Use this activity at the end of each quarter. Complete one for career and one for personal use.

 **Trash** – stop doing
  **Transfer** – give to others (delegate)
  **Trim** – spend less time
  **Treasure** – continue to do it well

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

<sup>1</sup> Resource: *Clockwork* by Mike Michalowicz