

# Spinning Plates Writing

**Think about each answer. Try your hardest not to judge.**

**You can't change what you don't acknowledge. It's hard to be honest on what you want to change and what you want to keep on your plate.**

**Okay, pull out the tracking sheet from this week and get started. Oh, and you might want some fun highlighters or mini post-its too!**

What's on your list that you loved doing? Highlight these with your favorite color.

What's on your list that should not be on your list? Highlight these with a different color.

How do you feel about the amount of tasks you did this week?

As you look at the tasks, are there groupings you see? We've all heard of time blocking, but I think working on things in groups helps as well. Take out your fun highlighters and color code the groups.

Once you have the groups, is there a plan you could put in place to time block a lot of things together. For example, social media marketing, lives, etc Thursday mornings. If you're always trying to "fit something in" or "put out the fires," your mind will always be thinking about all the things you should be doing.

Sometimes it's easiest to do this task by printing out a new tracking sheet and making the headers Monday-Friday (or whatever works for you and your business. Personally, I block out my calendar for the task group on my calendar.

Go back to those tasks that should not be on your plate. List them all below. Write a plan to get each task off your plate. This could be as simple as saying "no" the next time it comes up. It might mean you need to get an SOP in place and outsource it to someone else, as it's not the best use of your time and talent.

Look at your task tracking sheet again. Give a grateful thanks to the blessing that you have so much to do. Give yourself grace to organize it from reacting to being proactive each day in your business.

**Need help going through your list and deciphering the data?**

**Book a session with Paula: <https://services-foryou.com/systems-session>**