A REDEEMING PRODUCTIVITY GUIDE

The Commitment Audit

A step-by-step guide for prioritizing your to-do list.

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INTRODUCTION

Too Much on Your Plate?

What do you do when you have more goals, projects, to-dos, and thoughts than you can possibly handle?

As faithful stewards, we must confront the problem head-on. The Commitment Audit is a simple exercise designed to help you quickly get everything off your mind and onto paper, so that you can clarify what needs to be done and in what order.

You'll list every commitment you're carrying, then sort each one by two questions: **Is this important?** and **Is this urgent?** Every commitment lands in one of four places.

Do	*Delay*	*Delegate*	*Delete*

> *So teach us to number our days that we may get a heart of wisdom.*
>
> PSALM 90:12

Just follow the steps on the following pages to audit your commitments and create a plan of action. The Commitment List and Priority Matrix worksheets are at the back of this guide.

STEP-BY-STEP

Gather and Sort

1 *Pray*

Pray for wisdom and peace as you make decisions about your list.

2 *List Everything*

On the Commitment List, write down all the commitments, to-dos, projects, and goals on your mind. If you need more space, use the back of the page or a separate sheet.

3 *Sort Each Commitment*

Go commitment by commitment, asking two questions:

- **Is this important?** Does it contribute to my long-term goals?
- **Is this urgent?** Does it require immediate attention?

Then write the commitment's number in the matching quadrant of the Priority Matrix.

	URGENT	NOT URGENT
IMPORTANT	*Do*	*Delay*
NOT IMPORTANT	*Delegate*	*Delete*

4 Delete

For every item in the “Delete” quadrant, cross it off your Commitment List.

5 Delegate

For every item in the “Delegate” quadrant, write the name of someone you could hand it to in the “Action / Person” column. If you have no one to delegate an item to, leave it for step 7.

6 Delay

Take every item in the “Delay” quadrant and put it on your calendar. Then cross it off your Commitment List.

7 Do

Now you should only be left with the items from the “Do” quadrant and anything you could not delegate in step 5. **These are your priorities.**

In the “Action / Person” column, if a name is not already assigned, write the next action you need to take to move that commitment forward.

8 Give Thanks

Thank the Lord for clarity and wisdom. Then begin working your way down the list of remaining commitments, contacting anyone you need to delegate to, or working on the next action you chose.

KEEP GOING

Get more done for the glory of God.

Essays, podcasts, and resources on a biblical approach to productivity at redeemingproductivity.com

Commitment List

DATE _____

#	COMMITMENT	ACTION / PERSON	DONE
1			☐
2			☐
3			☐
4			☐
5			☐
6			☐
7			☐
8			☐
9			☐
10			☐
11			☐
12			☐
13			☐
14			☐
15			☐
16			☐
17			☐
18			☐
19			☐
20			☐
21			☐
22			☐
23			☐

Priority Matrix

DATE _____

Write each commitment's number in the quadrant where it belongs.

	URGENT	NOT URGENT
IMPORTANT	**Do** Your priorities. Write the next action for each.	**Delay** Put it on the calendar, then cross it off.
NOT IMPORTANT	**Delegate** Hand it to someone. Write their name.	**Delete** Cross it off your list.