

The Commitment Audit

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

Step 1: Pray for wisdom and peace as you decide about your list.

Step 2: List all commitments, to-dos, projects, and goals on your mind (if you need more space, use the back of the page or a separate sheet).

Step 3: Go commitment-by-commitment, asking, “Is this important?” (e.g., does it contribute to my long-term goals?). And, “Is this urgent?” (does it require immediate attention?). Copy the commitment number to the corresponding quadrant in the matrix.

Step 4: For every item in the “Delete” quadrant, cross it off your commitment list.

Step 5: For every item in the “Delegate” quadrant, put the name of someone to whom you could hand this commitment in the “Action / Person” column. If you have no one to delegate an item to, leave it for step 7.

Step 6: Take every item in the “Delay” quadrant and put them on the calendar. Then, cross them off your commitment list.

Step 7: Now you should only be left with the items from the “Do” quadrant and anything you could not delegate from step 5. These are your priorities.

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

Step 8: *Thank the Lord for clarity and wisdom.*

Now, begin working your way down the list of remaining commitments, contacting anyone you need to delegate a commitment to, or working on the next action you chose.

	Commitment	Action / Person
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

