

GUEST HANDOUT

5 STEPS TO  
GREATER  
HAPPINESS

in Life + Business

## SOLUTION BRAINSTORMING WORKSHEET

*Use this worksheet to make it easier to identify what you need to change about your daily routines in life and business.*

WHAT NEEDS TO CHANGE		
I am currently working ____ hours per day (avg.)	Everything I feel I HAVE to do daily	Work activities I feel I spend too much time on
I would like to work ____ hours per day (avg.)	Which of the above activities I most enjoy	Which of the above activities I enjoy the least

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Number of hours I need to reduce my worktime by:	3 Top Work Activities I absolutely need to do	Activities I feel I spent too much time on (or feel out of my depth)
	<ul style="list-style-type: none"><li>■</li><li>■</li><li>■</li></ul>	

Delegate	Discard	Automate	Outsource