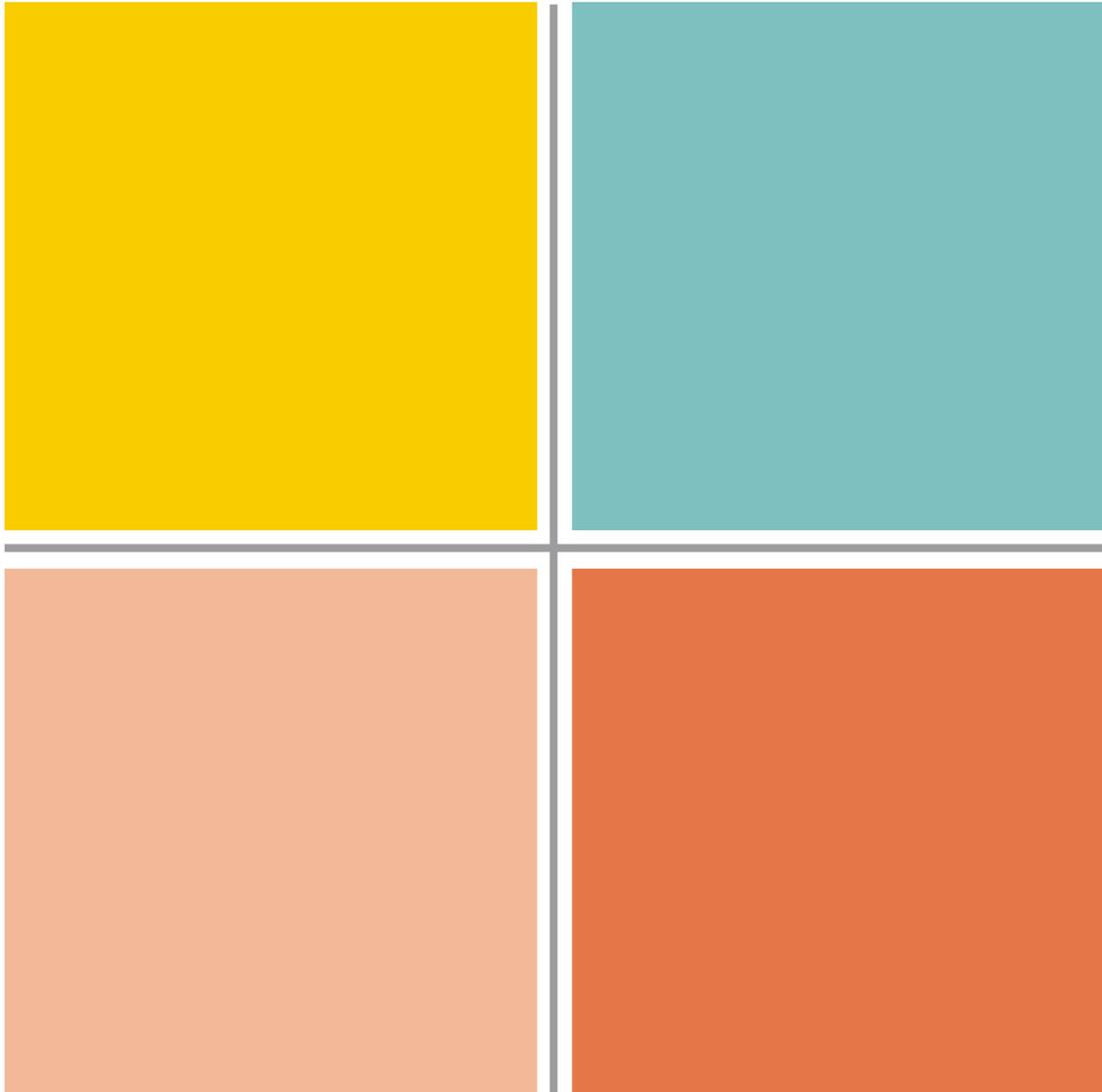




# Do, Decide, Delegate, Delete

Tools to Help Reset Your Priorities and  
Reevaluate Your To-Do List





We truly hope that you and your family will love this workbook and find it of extraordinary value for years to come. We value your feedback. Please don't hesitate to contact us for questions, concerns, or just to say hello at [info@raisingfamilies.org](mailto:info@raisingfamilies.org).

*The Raising Families Team*



# Welcome

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Hey there! You've made a fantastic choice to invest in yourself and your family today. Learning to enhance your skills as a parent and family leader is a truly admirable choice and we're honored you've chosen us to support you in that effort.

At Raising Families we develop resources to support your parent education journey in four specific categories:



COMMUNICATION



LIFE SKILLS



TEAMWORK



COMMUNITY

**This workbook will focus on Teamwork.**



# Additional Resources

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## 01 | Blog Post

This workbook comes from our Family Wisdom Blog. Reference the blog for more information, explanation, and support.

[Click here to view the support blog post.](#)



# Categories for You Review

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**URGENT**

(demands attention now!)

**NOT URGENT**

**IMPORTANT**  
(Contribute to loing-term goals)

**Do**

Tasks that need/  
demand your personal  
attention now

**Decide**

Tasks that if not done  
have serious long term  
or serious consequences

**NOT IMPORTANT**

**Delegate**

Tasks that I can teach  
someone to do it I can  
focus on more important  
tasks

**Delete**

Tasks I can eliminate or  
do when I want to take  
a break





# My Priority Reset Matrix *Sample*

Tasks I need to do myself that demand my personal attention now

- *Changing schedule to help family members*
- *Pay bills*
- *Some household jobs (depending on child's age/capability)*
- *Specific e-mails related to work or opportunities with a deadline*
- *Uploading finished schoolwork for child's (distance learning req's)*
- *Going over school work with child*
- *Making sure there's a dinner plan for tonight*
- *Young child's need for help*

Tasks I need to do that have serious consequences if not completed

- *Focused family time*
- *Private time with my partner*
- *Dedicated self-care time*
- *Courses/webinars/ studying for professional development*
- *Saving money for the future*
- *Certain work-related tasks*
- *Grocery shopping*
- *Clothes/supplies shopping*
- *Review budget/spending*
- *Review family schedule*

Tasks I can delay or teach my kids/hire a professional to help me with

- *Preparing snacks*
- *Making dinner*
- *Feeding pets*
- *Laundry*
- *Many household jobs (dusting, vacuuming, general tidying)*
- *Phone calls*
- *Emails and most texts*

Tasks I can do when I want to kill time

- *Read*
- *Craft*
- *Watch TV*
- *Some emails*
- *Social media*



# My Priority Reset Matrix

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Tasks I need to do myself that demand my personal attention now

Tasks I need to do that have serious consequences if not completed

Tasks I can teach my kids to do or hire a professional to help me with

Tasks I can do when I want to kill time



# Ways I Can Shift Priorities *Sample*

## Task

- *Grocery shopping*
- *Family time/private time with my partner/ dedicated self-care time*
- *Pay bills*
- *Preparing snacks*

## Shift

- *Meal plan, sign up for delivery service (eMeals, Hello Fresh, etc.) make large dishes and freeze for future use*
- *Put these things in your schedule. Don't wait to see when you might have time later.*
- *Put as many bills as possible on auto-pay. Set calendar reminders for everything else.*
- *Create a child accessible bin of approved snacks and beverages*



# Ways I Can Shift Priorities

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Task

Shift



# Additional Resources



# Books and Articles

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## ▶ **7 Habits of Highly Effective People**

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By Stephen Covey

This book is standard issue in the business leadership world and with good reason. For all the family leaders out there we know it will make as big an impact on you as it has on the entire Raising Families team. Highlights include:

01 | Being Proactive

02 | Beginning with the end in mind

03 | First things first

04 | Thinking win-win

05 | Seeking first to understand, then to be understood

06 | Synergize or another way of saying work as a team

Sharpening the Sword or another way of saying stay healthy, learn new things, and have a balanced lifestyle.

[Read More](#)

## ▶ **15 Time Management Tips at Home**

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Parents.com

15 excellent tips to help save time and energy with easy and practical ideas. We like number eight ... give everyone a job. Whether it's sorting laundry, licking stamps, or picking things up, there are chores (at Raising Families we would call them responsibilities) that everyone member of the family can do.

[Read More](#)

## Additional Resources: Book and Articles

### ▶ Reclaim Your Schedule with Time Blocking

*Doist.com*

While this article focuses on organizing work tasks, the same principle can be applied to life at home. Don't spend all day picking up. Dedicate a block of time in the evenings. Don't keep stopping to make snacks and lunch/dinner. Prep in the morning as much as you can and have it ready to go for the rest of the day.

[Read More](#)

### ▶ Teaching Your Kids Time Management

*VeryWellFamily.com*

This list includes 11 helpful tips on making time management a fun and family task. Ideas range from creating a family calendar together to scheduling free time.

[Read More](#)

### ▶ When Grandparents Help Hold It All Together

*NewYorkTimes.com*

This article is a look back, one year, to see that grandparents have been there, even before the pandemic, to help families hold on through tough times. Inside are powerful examples of grandparents who have changed their entire perception of retirement to include active care giving and mentorship to their grandchildren.

[Read More](#)



## Additional Resources: Quotes to Consider

**“Our greatest danger in life is in permitting the urgent things to crowd out the important.”**

- Charles Hummel

Urgent situations require our immediate attention or some action. Important things have great significance or value in our lives. The danger of letting urgent things crowd out the important is that there will no longer be time for the important things.

Urgency is driven by external factors, by pressures or by deadlines. Deciding the importance of tasks or actions is more introspective. The importance of a task is often decided by considering the impact or change that situation or task can have on your life.

For example, choosing to spend more time with family and friends, exercising more often, changing jobs, or moving to a new town can have great importance and a lasting effect on your life and your long-term goals.



## Additional Resources: Quotes to Consider

**“The key is not to prioritize what’s on your schedule, but to schedule your priorities.”**

- Stephen R. Covey

Items on your schedule are already a priority for you. Those tasks are scheduled and you are making time in your busy day to accommodate them. We think Mr. Covey is referring to those priorities that you have determined as most important to you in your life. Those things should be taking place each and every day because they have significance and add value to your life, such as taking the time with your children each day to find out about their feelings and experiences.

Have you taken the time to read a story together or play a board game? Have you scheduled a date night with your partner? Could you find the time, just an evening or even an afternoon, to share your thoughts and plans for the future? Would you take the time to rekindle your romance?

If these priorities or some like them aren't already on your calendar, you may need to remember to schedule your priorities.



## Additional Resources: Quotes to Consider

**“Not everything that can be counted counts, and not everything that counts can be counted.”**

- William Bruce Cameron

You can count dollars and cents or the points that your stocks have lost and gained over the last few months. A whole lot of people are now counting the steps they take each day. Do these things matter most to you? Do they count?

How can you quantify the gleeful smiles of your children when they first see you after being away from you all day? What number can you put down to represent the concern you feel and the love you have for your aging parents, your partner, and your children?

The ability to value and sustain our relationships is the essence of our humanity.



## Next Steps

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### 01 | Mark your calendar

Pick a date 6-9 months from now and schedule a time to come back to this workbook. Do it again. See if anything has changed in your behavior or values.

Maybe your children have changed and they're ready to talk about these issues too. Don't lose the momentum of the powerful change you've started today.

### 02 | Share your genius

If you enjoyed this workbook and know others would too, click here to share your genius find with friends on Facebook. Thank you for your support!

[Share My Genius](#)

### 03 | Consider a membership

On-going community support and a massive savings in the cost of resources could be yours today! (Inner-Circle Members receive all of our printables for free!)

[Tell Me About Memberships](#)



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