

New Request: Does the request interest you?

NO

Thank them for thinking of you & politely decline due to completely booked calendar.

YES

Does the monetary value of the request excite you? {decide on a min. threshold}

NO

Thank them for thinking of you & politely decline due to completely booked calendar.

YES

Do the deadlines/terms of the request work for what's currently on your plate at the moment?

NO

Is fulfilling this request worth disturbing your current situation? Does it serve your overall goal?

YES

Accept the request BUT be clear on your terms, conditions, and provide realistic deadlines that you feel committed to.

YES

FIRST take a hard look at your schedule and determine what needs to be moved/delegated/cancelled. Accept the request BUT be clear on your terms, conditions, and provide realistic deadlines that you feel committed to.

NO

Thank them for thinking of you & politely decline due to completely booked calendar.

Write your goal(s) in this box to always keep them front & center when making decisions: