

Adjustments Worksheets



“What Adjustments Do We Need to Make in _____?”

List the **Adjustments** you need to make that will help you get more clarity and direction. Once you’ve filled in the spaces below, circle one from each column you believe is the **most** urgent. You now have FOUR adjustments to work on immediately.

STOP	Do LESS	Do MORE	START

STOP: These are the things you must stop doing as they *provide no benefit*. If you can’t immediately stop (due to prior commitments, etc.), you must make the necessary adjustments to put you in position to stop these as soon as possible.

DO LESS: These are things you need to do but they are *consuming too much of your time*. Make the necessary adjustments with time managing, delegation, etc., to do less of these to reallocate your time on the things that are important.

DO MORE: These are areas that you enjoy doing and are *beneficial to additional growth* (personal / professional / ministry). Make the necessary adjustments to reallocate the time you freed up, and apply it to this area.

START: These are areas that you believe will make an *immediate impact in your growth* (personal / professional / ministry). Make the necessary adjustments to put you in a position to start doing these now.