

## THE ASK/ACT PROCESS

Claudia Heilbrunn, CTACC  
Life Coach for Moms  
[www.significantself.com](http://www.significantself.com)  
[Claudia@significantself.com](mailto:Claudia@significantself.com)  
(212-222-4394)

Keep your top 5-7 priorities in mind:

### 1. **ASK** yourself:

**Do I want or need to do this?**

If the answer is 'yes':

**ACT:** Schedule your new commitment, so that you know when you will do it and by when it will be done.

**Remember:**

Always ask yourself: *What is the most efficient way that I can get this done?*

### 2. **ASK** yourself:

**Can someone else do this for me, or assist me in doing it?**

If your answer is 'yes':

**ACT:** Hand the task over to somebody else, or delegate some of the responsibility to another person.

### 3. **ASK** yourself:

**Can I say 'no' to the chore or request?**

If you can:

**ACT:** Walk away from the task, close the door behind you and refuse to indulge in any guilt.