

CURRENT DEMANDS ASSESSMENT

This form is intended to help you to be clear about the Current Demands (tasks, projects, commitments, and agreements) that you have agreed to complete. Take 15 minutes to write everything you can think of, then add to it over at least a week, ideally a month.

1. In the first column, list all DEMANDS - tasks, projects, commitments and agreements - that you currently do each week/month. Include items that you told yourself or someone else you would do, even if you haven't been able to fit them into your schedule yet.
2. In the second column, indicate the amount of time in minutes you spend on each item per week (if it is a monthly task, divide the minutes by 4 to get to a weekly average). If you have agreed, but have not begun doing the task, indicate the number of minutes you anticipate it will take each week. There are 10,080 minutes in a week. Does column 2 exceed that amount of time when you include EVERYTHING?
3. In the third column, rate each item as to how much you like doing the task: Love, Like, Lukewarm, or Loathe.
4. In the fourth column, write the answer to "Can only you do it?"
5. In the final column, write comments in answer to the following questions. Be ruthlessly honest with yourself!
 - Why do you do this task or have this agreement? Ask why 5 times to get to the root of your reasons!
 - Who chose this demand? You or someone else?
 - What benefits do you get out of doing this? Pleasure, Joy, Fulfillment, Vitality?
 - What costs are affiliated with this? Consider the amount of emotional and mental energy the task demands of you. Is it a struggle to complete? Do you resist or procrastinate doing it? Is this something you feel like you "should" do?
 - Are you doing what you agreed/committed to? Why or why not? What do you have as a result of doing/not doing these activities?

Identify the items where you answered Yes to "Can only you do it?" (Ask yourself why 5 times!) Look to see if it is because no one else can do it better than you or because you don't want to take the time to teach someone else.

