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## Not-To-Do-List

A Not-to-do-list is all the mundane tasks that you should not be doing. These are the items you can get rid of, delegate, or hire a VA to do.

By writing all the not-to-do-tasks down and keeping them next to your Daily Big 3, the 3 most important action steps you need to do for the day, you will have a reminder to stay away from the things that won't move you toward your goals or make you any money.

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