

# Dismiss Day Worksheet



Over the next three days, you will learn what to DELEGATE, what to DO, and what to DISMISS. This is a critical step in moving from busy to best.

**Do:** These are assignments that you consider essential or that you simply enjoy.

**Delegate:** These are assignments that you will turn over to someone else.

**Dismiss:** These are assignments that you will have to let go of, without guilt.

Today, let's DISMISS. You are finally going to remove items from your agenda that aren't yours to handle anymore. Freedom is right up ahead!

Before we begin, let's just take a moment to acknowledge how hard it is to dismiss -- how hard it is to say "no."

**Circle any statements below that resonate with you.**

*I rarely say no because I can't handle the idea of disappointing anyone.*

*It's hard for me to say no because if I don't do it, no one else will.*

*I am overcommitted, but feel powerless to say no.*

*I often want to say no, but feel I'll let people down.*

*I have no problem with saying no.*

It's time to stop saying yes to every assignment. It's time to pause long enough to see if God intends us to commit to one more thing.





Take a moment to pray for the Lord to guide you on the journey you are about to undertake. Feel free to write that prayer in your journal.

Now, let's get started.

### Step 1:

**Here, or in your journal, make a list of your core boundaries.** Your core boundaries are the values you want to establish for your life, and the lines you refuse to cross. To get you started, consider the following examples, and then craft value statements that work for you:

*I don't take on work that requires me to be away from church on Sunday.*

*Every Wednesday night and Friday night are reserved for family.*

*I will set aside the first ten minutes of every day for devotions, no matter what.*

*I will only serve on one committee per year.*

*My Core Boundaries*

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## Step 2:

**Take a look at the items/responsibilities/duties on your BrainDump list. Which ones potentially violate your core boundaries? Write them down below.**

If you have items that clearly violate your boundaries, it's time to dismiss or delegate them. (We'll talk about delegating tomorrow.)

## Step 3:

Let's continue working toward dismissing some tasks that no longer belong on your list. Once again, examine the items on your BrainDump list, and then ask yourself the same five questions that I asked about my living room (pg. 155 of *It's All Under Control*). **Write your responses in your journal.**

- 1. What do I love?*
- 2. What is essential?*
- 3. What am I willing to give up?*
- 4. What is good but no longer right?*
- 5. What simply needs to be discarded?*

## Step 4:

As you responded to the five questions above, did you sense that it's time to let go of some tasks? **Try running those tasks through the Do, Delegate, Dismiss Worksheet in your folder. Write down anything that you think you may need to Dismiss.**





## Step 5:

Now comes the part where theoretical becomes practical. This is where we say no.

First, let's just acknowledge that saying no can be very difficult. Chances are, you are the kind of woman whom others view as responsible. Perhaps you are asked to take on a lot in your community, jobs, and families. Real souls depend on you.

**Describe how the following statement has been true in your own life: "If you want something done, ask a busy woman to do it."**

We have to face the reality that we will disappoint people when we tell them "no." Guess what? Even Jesus disappointed people. **Read Mark 1:35-38 and think about the ways Jesus may have disappointed the people who were looking for him that morning. Write down any observations you have.**

**How does this revelation help you gain the courage to say no this week?**

In chapter 9 of *It's All Under Control*, you'll find six steps you can take to dismiss what needs to be dismissed. Each one offers a practical step to say no. **Read those steps on pages 160-161, and write down any observations you have.**





Take a deep breath. You can do this. Enjoy the freedom that comes in establishing ground rules and core boundaries for yourself. Yes, you might disappoint people with your no. But when you say no, you'll be able to shine brighter in what God has actually called you to do.

*Let's pray for strength.*

*Dear Lord,*

*I want to live for your agenda, your purposes, your plans, and your call. Give me the strength to dismiss what you have not asked me to do, so I can shine at what you have. Today, I especially need help in how to dismiss and deal with:*

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*In Jesus' name, amen.*

Now, share with a Teammate (or in our Busy to Best Challenge Facebook group) what you plan to dismiss this week. You may decide you can only take one item off your plate, and perhaps it seems like a small thing. But saying no to one small thing this week will give you the courage to say no to something bigger later. Don't discount the importance of small beginnings!

