

DECIDE WHAT DESERVES TO REMAIN YOURS

The *HOLD* Workbook

A practical decision filter for the work, responsibility, and mental load you carry.

H

HOLD IT

O

OPTIMIZE IT

L

LET GO

D

DELETE IT

Start with the full picture. List recurring responsibilities, decisions, and invisible work—not only the tasks on your calendar. Estimate the real weekly time and energy each one requires.

RESPONSIBILITY	HOURS	ENERGY	CURRENT OWNER
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			

NOTICE Which item creates the greatest mental load beyond the hours it takes?

CONSIDER Which item are you holding because you can—not because it truly requires you?

Make an intentional decision. Choose one meaningful responsibility from your inventory. Work through the four options before defaulting to “keep doing it.”

H Hold It

It genuinely requires your judgment, leadership, presence, or ownership.

WHY MUST THIS REMAIN MINE?

O Optimize It

The outcome matters, but the process, system, frequency, or standard should change.

WHAT WOULD MAKE THIS LIGHTER?

L Let Go

The outcome still matters, but another person should own both the execution and result.

WHO COULD TRULY OWN THIS?

D Delete It

It no longer meaningfully contributes to the outcome, priority, or life you are building.

WHAT BECOMES POSSIBLE IF IT STOPS?

Win the next week.

A decision is only useful when it changes ownership, a system, or the calendar. Choose the smallest clear action that makes your HOLD decision real.

THE RESPONSIBILITY I AM DECIDING ABOUT

MY HOLD DECISION: HOLD · OPTIMIZE · LET GO · DELETE

THE FIRST CONVERSATION OR ACTION

WHO OWNS THE OUTCOME AFTER THIS DECISION

THE DATE THIS CHANGE BECOMES REAL

ONE-WEEK EXPERIMENT

What will you test for seven days?

WHAT FELT LIGHTER?

WHAT NEEDS ANOTHER DECISION?
