

03.

FOCUS + ELIMINATE



An honest audit of skill, energy, attention, and direction.

A full life is not the same as a focused life. Decide what deserves more of you - and what does not.

YOUR ENERGY HAS A JOB

Take your time. Honest answers matter more than fast ones.

Every responsibility is making a claim on your attention. Some belong to your purpose. Some belong to a season. Some belong to somebody else. Some should not belong to anyone anymore.

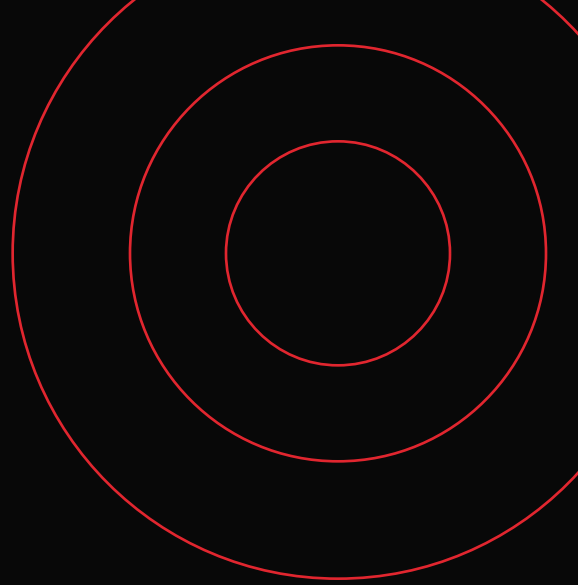
The four-box framework is simple. The honesty required to use it is not. You may be skilled at work you have outgrown. You may love work you have not mastered. You may be carrying a role because people are used to you carrying it.

This workbook turns the matrix into decisions. The goal is not a prettier list. The goal is a different calendar.

HOW TO USE THIS WORKBOOK

- 01.** List real tasks, roles, projects, and obligations - not broad job titles.
- 02.** Judge energy and alignment separately from competence.
- 03.** Translate every quadrant into a thirty-day action.

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KNOW WHAT DESERVES YOUR ENERGY -
AND WHAT DOES NOT.

B. AMECHI

PLACE THE WORK

Write each responsibility in the box where it honestly belongs.

LIKE IT + GOOD AT IT
FOCUS

DON'T LIKE IT + GOOD AT IT
DELEGATE

LIKE IT + NOT GOOD YET
PRACTICE

DON'T LIKE IT + NOT GOOD AT IT
ELIMINATE

FOCUS

LIKE IT + GOOD AT IT

This is the work that can become mastery. Protect it from being crowded out by everything you can do but should not keep doing.

WHAT WORK BELONGS HERE - AND WHAT EVIDENCE SUPPORTS THAT?

WHAT KEEPS YOU FROM GIVING IT YOUR BEST HOURS?

WHAT WOULD DOUBLING DOWN LOOK LIKE FOR THE NEXT THIRTY DAYS?

DELEGATE

DON'T LIKE IT + GOOD AT IT

Competence can become a cage. Being reliable at something does not mean you must carry it forever.

WHAT ARE YOU STILL DOING BECAUSE PEOPLE KNOW YOU CAN?

WHO COULD OWN THIS WITH TRAINING, TRUST, OR BETTER SYSTEMS?

WHAT MUST YOU DOCUMENT BEFORE YOU HAND IT OVER?

PRACTICE

LIKE IT + NOT GOOD YET

Interest deserves a real apprenticeship. Give the skill enough repetition to become evidence.

WHAT ARE YOU WILLING TO BE VISIBLY NEW AT?

WHAT SPECIFIC SKILL WOULD CREATE THE BIGGEST IMPROVEMENT?

WHAT PRACTICE SCHEDULE WILL YOU KEEP FOR THIRTY DAYS?

ELIMINATE

DON'T LIKE IT + NOT GOOD AT IT

Some work needs a system. Some needs a boundary. Some needs to end. Elimination creates room for the life you keep saying matters.

WHAT ARE YOU CARRYING FROM GUILT, FEAR, HABIT, OR IMAGE?

WHAT IS THIS COSTING IN TIME, ENERGY, AND ATTENTION?

WHAT CAN STOP NOW - WITHOUT ANOTHER MEETING ABOUT IT?

THE COST OF THE CURRENT MIX

Your calendar is already voting for a future.

WHAT RECEIVES YOUR BEST ENERGY NOW?

WHAT IMPORTANT WORK KEEPS RECEIVING WHAT IS LEFT?

WHOSE EXPECTATIONS ARE SHAPING YOUR WORKLOAD?

THE NEXT THIRTY DAYS

Meaning becomes useful when it changes how you move.

I will stop treating every ability like an assignment. I will give my best energy to the work that belongs to me and create a responsible exit from the work that does not.

I WILL FOCUS MORE ON...

I WILL DELEGATE...

MAKE IT REAL

Give the decision enough structure to survive the feeling.

I WILL PRACTICE...

I WILL ELIMINATE...

NAME _____

DATE _____

Move like you mean it.

B. AMECHI

PRODUCER. STRATEGIST. BUILDER.

B. Amechi is an award-winning podcast producer, strategist, entrepreneur, and the author of NoThing Is Random: Making Sense of What Life's Been Trying to Tell You.

His work spans media, AI strategy and solutions, brand building, live experiences, education, and community. As founder of CNFDNT and a producer behind high-impact platforms and conversations, he builds frameworks that help people turn insight into action.

These workbooks extend the mission of NoThing Is Random: pay closer attention to your life, recognize what it is teaching you, and participate in what comes next.



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Complete the digital challenges, explore the book, and keep going.