

*MaxTips!*

# Productive to the Max

**P**roductivity

**P**erformance

**P**rofitability

## ***To Do List***

### ***MaxTips! October 2007***

I was coaching a client in productivity the other day and he informed me that he had 150 items on his to do list. He said that he had spent the afternoon realigning and reprioritizing until he was so fed up that he chucked the whole thing and went home. No wonder!

How do you get to the point where you have too many tasks to perform? It may be a sign that you are really creative, intelligent and keen on accomplishing your goals. You may be an over achiever and actually dread the thought of remaining idle for any length of time so you just pile on the projects, tasks and to do's. It prevents you from really determining what is important, getting rid of the obstacles and making some tough decisions as to your present and future life.

Establish three goals that relate to your to do list. Post them up on a flip chart or white board. Number them 1, 2, 3 and align each of the 150 items to one of the goals. Identify the projects that you could stop working on right away with no serious consequences. Cross these out. This should eliminate about 20% of your list.

You now have three lists. Take a look at the tasks that require a large amount of time to complete, and break them down into smaller tasks. Prioritize the tasks in each list. Pick one task from each list and plan them daily on your calendar for a week. Leave the others on a master list that you tuck away-and don't look at it until the next week when you will again plan one task per day from each list. Try to go at least one month without starting any new projects. You will be assured of completing at least three tasks per day that you must and want to accomplish. If you have time to add further tasks from your list, be my guest.

You cannot be effective if you are overwhelmed with too many options, too much to do and too much to think about. Closely analyze that task list, realize that you deserve to simplify, prioritize and put aside that which you cannot accomplish right now.

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