

# 5 Ways

To Cut your TO DO List and Get  
it TO DONE



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Thanks so much for signing up for my newsletter! Now let's get going on five ways to get your to do list to done.

Bag it - First question to ask yourself is whether you really need to do that thing that you are saying that you need to do, that you might not really need to do.

Cross off your list all the things that you don't really need to do. Ask yourself 'Do I really need to do this thing?'

For the rest, it helps if you frame it in your mind that you are choosing to do those things, rather than that you have to do them.

'You mean I am choosing to go to the job I hate?' You are choosing to go there because you value paying your rent, having a job...

I know this seems harsh, but choosing, rather than feeling like you have no choice is more empowering and more likely to help you get out of there in time.

Barter it - What can you get someone else to do instead of you? Can you pay someone to do it or swap with someone else to do a different task instead? (one you like better) Can you barter part of the job?

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Better it - So you can't bag the task, (not do it) and you can think of no way of bartering it or can only barter part of it? O.K. The next thing to do is to consider how you can better the task. This can mean how you improve the task while you are doing it, or how you reward yourself for completing the task.

For example:

I need to drive to get to school.

Ways to better it (make a list for yourself for each task you want to better)

I can make sure the car is clean inside and out.

I can make sure it smells nice in the car (not of wet dog).

I can have CDs that I like to listen to.

I can have CDs of stories my child enjoys.

I can make sure it is a comfortable temperature inside the car.

I can have a cup of chai tea when I return home.

I can go the way I like to go.

I can leave so I am not in a rush.

I can have place to keep my keys.

I can value the time the drive gives to listen to my child.

I can listen to an audio book / podcast when I am on my own in the car.

So what's next, now you have bagged, bartered and bettered?

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Break it down - If you feel resistance to the bigger task, break it down. If you feel resistance to this smaller task, break it down even further. Martha Beck calls these 'turtle steps' because they are so small that even a little turtle could take them. If you need to call someone and you have been resisting it, the first step might be to find their number and write it on a piece of paper. You could also break it down into increments of time. I like to use tomato timer online where you work in concentrated batches of 25 minutes with five or ten minute breaks in between.

Batch it: For this one you put like with like. So if you have things that you need to do in town, you put them in a list together so that you can do them together so you save time with only one journey out and back. This can also mean put something you like doing beside something you don't like doing, so you might listen to a favourite podcast when doing a certain task.

I'd love to hear how you get on with cutting down your to do list and getting it to done.

If you are interested in working with me as a coach on a regular basis to help you in being led by your heart to the life you want, email me at [deborahchalkcoach@gmail.com](mailto:deborahchalkcoach@gmail.com) and we can set up a 30 minute Skype session.

The three B's tool comes from my coach training with Martha Beck.

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