

HOW TO COMPLETE TASKS & TO DO'S *and enjoy it...*

Covered in this planner

- Step # 1: List your tasks
- Step #2: Group your tasks
- Step #3: Put you tasks in order
- Step #4: List your anxieties
- Step #5: List your distractions
- Step #6: Create your planner
- Step #7: Take action

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Why save time?

Things will come and go in you life...money will come and go in your life
...people will come and go in your life...but your time is finite!

“Yesterday is gone. Tomorrow has not yet come. We have only today. Let us begin.”

— Mother Teresa

How many people have you spoken to over the years who will claim that time flies or that they have no idea where their time has gone...but when you ask them how fulfilled they were during that time or how efficient they were, they struggle to answer?

The above quotes about time being finite are not to be depressing but are the truth and it is essential to acknowledge that! To really bring this home ask yourself the following...

1. How efficient are you with your time?
2. Do you have time to do the things that you want to do?
3. Do you get the end of most days and feel fulfilled, satisfied or stressed?
4. Do you wish you had more time or better organization?
5. Have you done time planners before that did work? (and why)
6. Have you done time planners before that didn't work? (and why)



The Time Planner

Every January all over the world millions of people will write out goals aims and outcome claiming that ‘this is the year that they will...! But then in February how many of those goals are still fresh in the mind of their creators?

The techniques in this planner have transformed the lives of thousands of students! The reason for this is that they are practical, easy to apply and step by step.

As we progress through this planner you may find that many parts of it are what you already know but the angle I will add here is to take a look at the anxieties around the tasks and daily planning. So often people can find themselves saying “I have to do...” or “I am so busy” that they tie themselves in knots, but taking some time out to plan can actually reduce time expenditure dramatically.

To succeed with this time planner it only requires that you take a few moments each day and follow the steps outlined. Soon enough with practice you will find yourself becoming more and more efficient each day!

**What would you
do with a few
extra hours each
week?**

The 7 steps are as follows...

1. List out all of your tasks as they arise
2. Put all of the tasks in to groups or subsections
3. Put all of the tasks in the groups into order of perceived importance
4. List any anxieties that you may have regarding each task
5. List any potential distractions that may arise
6. Create your planner
7. TAKE ACTION





Step #1: Write Out Your Tasks!

Out of your head and onto paper (or screen)!

Step 1 is as follows...

1. Open your manual.
2. List all the tasks you can think of.

The purpose of this step is not to question anything you have written out.. just simply to write out 'everything' that comes into your mind as a task to do.

At this stage the order is not important, just write until you feel you have all of them on paper



Step #2: Put Your Tasks in Groups!

Step # 2 is as follows...

1. Look for step 2 in your manual
2. Review your full list of tasks
3. Look for the areas of your list which are similar or part of the same bigger task
4. Put a title for the first group (e.g. health)
5. Put all tasks you can find on your list that relate to this group
6. Make a second group title and repeat steps 4 + 5
7. Create as many group as required



Mind Map?

The above image is relating to a form of grouping known as mind mapping. This is another option of grouping (as opposed to listing on the page) and is a more visual style.

Try both listing and mind mapping to see which works best for you



Friends...

A friend is one that knows you as you are, understands where you have been, accepts what you have become, and still, gently allows you to grow. – William Shakespeare

KEEP IT SIMPLE!

An important point to not when doing this section is to keep it simple.

A task list will be easier to apply if there are main group that incorporate many tasks rather than twice as many groups that can make things over complicated.

When you are completing this step...maybe ask a friend to look over it with you if it starts to feel overwhelming!

IMPORTANT

Step #3

Put Your Tasks in Order of Perceived Importance!

The benefit to doing this is that it will give you a chance to truly reflect on how important each task is. Sometimes it is easy to look at a task list and assume that they are ALL vital and should be done NOW!

However, very often upon reflection the 'demanding tasks' may not be as demanding as they first appeared to be!

Step #3 is as follows

1. Review all the tasks in group 1
2. Then ask yourself if you were going to leave for a flight and you could only do 1 task from this list before you left...what would that task be? (Then write it at the top of the list)
3. Then reflect on the task you just wrote and then explain why it is the most important
4. Then look through the list and ask "If I could only do 1 more task before I left...what would it be?"
5. Then reflect on the task you just wrote and then explain why it is the most important
6. Then repeat on all tasks in the list until all your tasks have been put into order and you know 'why' they are important!



Spring clean??

Once you have gone through your entire list and reflected on the importance of each task. Go through them and ask yourself are there any tasks which may not really be of benefit to your greater aim. Delete any unnecessary tasks!



WHY? WHY? WHY?

The most important thing to keep in mind whilst completing step #3 is to ask yourself "Why is this task important?" "When I complete this what will it give me?"

Make your actions count!



Step #4: List Your Anxieties

Listing tasks to complete is where many people get to when working through a planner, however it is not enough just to list the tasks. We need to know what anxieties may arise as we think about moving towards the tasks. Anxiety is a **NEGATIVE PRE-PROJECTION OF THE FUTURE** that can distort reality making the tasks seem much more challenging than they are!

Illusions are illusions and real risks are real risks!

Step #4 is as follows...

1. Look at the first task in group number one.
2. Reflect on taking action on that task and notice any anxiety that may be coming up for you.
3. Write out all your thoughts and feelings based around this anxiety. For e.g. "it is dull to do" - "Person ...x... may be confrontational" - "I may lose the job for speaking my mind"
4. Go through each of the anxieties that come up and ask yourself - are they just in your imagination or are they a real potential threat
5. Go through the imagined threat that are not real and ask yourself how you could feel more secure about them.
6. Go through the actual threats and ask yourself what could you do to minimize the risk.
7. Keep going through the list and asking questions and seeking solutions until you feel secure on all of the potential risks and anxieties.





“You can always find a distraction if you're looking for one”

Step #5 is as follows...

1. Reflect on all the times in the past when you have either felt bored, overwhelmed, frustrated or resistance to a task.
2. Then list all of the distractions or other things you did to avoid the task
3. Then ask yourself why you did them and what you feel you got (e.g. removal of boredom, reduced anxiety)

Step #5: List Your Distractions



The removal of pain is pleasure!

When an emotional challenge arises in the mind whether that be feeling overwhelmed, bored, fearful or any other emotion that can feel negative, in order to avoid the discomfort the mind can often seek distraction. It does this because it sees the challenge as a form of pain...so the mind assumes that if it avoids the task then ideally the pain has been reduced.



Step #6:

Complete Your Planner

We like to complete the things that we have started. Sometimes leaving things incomplete (e.g. a task), can sometimes create a negative feeling. This is the so-called Zeigarnik Effect.

There is one important condition to the Zeigarnick Effect. Task that we do need to be stimulating and interesting so that we are motivated to complete it. If we find the task over or underwhelming due to its degree of difficulty, the Zeigarnik Effect does not occur. So to create motivation...the task must not be too difficult or too easy to reach.
Step #6 is as follows...

1. Review everything you have done so far and choose the most important tasks from each group. You will now know why they are important and have listed any anxieties that may arise.
2. Assess how long each task will take and put it in your manual.
3. Review your day today and then slot in which tasks you feel you can do at which time.
4. Ask yourself if what you have written is achievable and realistic
5. If you need to adjust the tasks to be more realistic

“Don't mistake activity with achievement.”

— John Wooden.



“Follow your bliss and the universe will open doors for you where there were only walls.”
— Joseph Campbell

“Don't let the expectations and opinions of other people affect your decisions. It's your life, not theirs. Do what matters most to you; do what makes you feel alive and happy. Don't let the expectations and ideas of others limit who you are. If you let others tell you who you are, you are living their reality – not yours. There is more to life than pleasing people. There is much more to life than following others' prescribed path. There is so much more to life than what you experience right now. You need to decide who you are for yourself. Become a whole being. Adventure.”

— Roy T. Bennett

Step #7: Take Action!

Step #7 is as follows...

1. Complete the tasks you agreed to do for the day
2. At the end of the day review everything that you have completed or didn't complete
3. Reflect on each task and ask yourself
 - How did you feel about the task when completing it?
 - What resistance did you notice in your emotions?
 - What resistance did you notice in reality (e.g. other people, limited time)?
 - Did you notice any new anxieties or challenges that you had not accounted for?
 - Did you submit to any of your distractions?

Afraid of taking action?

This may sway your thoughts...

As a young boy, Adam was one of the children in the school ground that never participated in the games of sport. When the teacher asked him to participate in the game, he said he couldn't because he was feeling ill and needed to sit inside. He knew this was a lie; it was just he was scared to go out and play in case he got hurt. "Tomorrow I will do it!" he exclaimed. But he didn't!

Adam was now twelve and for his birthday his parents bought him a go-kart, but this was no ordinary go-kart - this had special wheels so that the go-kart could go very fast. Adam's friends came round and all wanted to play, so he let them use it, but when it came to his turn he said he was too hungry to go in the go-kart, so he just sat down and watched his friends play. He knew this was a lie; he was scared to play on the go-kart in case he got hurt. "Tomorrow I will do it!" he exclaimed. But he didn't!

Adam was now twenty and he was in a bar with his friends having a drink when a beautiful lady came up to him and started talking...

They talked for a while and then when she asked him if he would like to meet up again, he said that he was just too busy with work and he had to decline. He knew this was a lie; he was scared to meet her in case he got hurt in the future. "Tomorrow I will do it!" he exclaimed. But he didn't!

Adam now at the age of forty had a great career and was ready for promotion to branch manager. When the final day came and his manager approached him to offer him the position, he declined saying that he had too many things to do at home. He knew this was a lie; he was scared to take the promotion in case he got hurt by not being able to do the job. "Tomorrow I will do it!" he exclaimed. But he didn't!

Adam was now eighty-five years old, lonely and just living on his meagre pension. He sat in his cold house dreaming of all the things he wanted to do but had not allowed himself to, because he never faced up to his fears of getting hurt.

"Tomorrow I will do it!" he exclaimed. But as he took his last breath that night...for Adam...tomorrow never arrived.

Take action TODAY!!!



The journey of
a thousand
miles begins
with a single
step.

~ Lao Tzu

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