



# NOT-TO-DO LIST



The aim of this exercise is to identify the things that slow you down, or that prevent you from achieving your goals. These are usually activities that where you distract or sabotage yourself. Ironically, to stop doing these things, we often need to take action or do something else instead.

Start by thinking about your typical day, start at the beginning and work forwards. For each part of the day, ask yourself "where and how do I distract myself?". The more specific you can be, the better.

| <b>DISTRACTION</b><br>How do you distract yourself?   | <b>IMPACT</b><br>What is the consequence of this?   | <b>I WILL STOP:</b><br>The not-to-do list           | <b>I WILL INSTEAD:</b><br>The to-do list                                       |
|---|---|---|--|
| <i>Example: Every time I receive an email, I stop what I'm doing to check it and respond.</i> | <i>I lose focus for up to 20 minutes at a time which quite often leaves other tasks incomplete.</i> | <i>Checking emails as soon as they come through</i> | <i>Turn off email notifications and only check emails at 9am, 12pm and 4pm</i> |
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