



Follow these simple ideas to improve your to-do list, today!

1. Write it all down – do a “mind dump” to capture everything you need to do. This is not your to-do list, rather a way to get the list out of your mind and onto paper.

2. Each morning, select 3-5 key items to put on your to-do list from your mind dump list above.

3. Improve your list - For any items that you have resistance to doing, try Martha Beck’s “3 Bs” tool. Look at each item and either:

- Bag It. Forget about it. Cross it off the list. This is an item that does not need to be done and is causing you unnecessary stress.
- Barter It. Trade services with someone. Offer something you are good at for them to take on your task. Alternatively, hire someone to do the task.
- Better It. Determine a small reward for yourself for completing the task. This can be something as simple as a cup of coffee or a bubble bath.