



NOT To-Do List

This exercise helps you STOP doing things that slow you down or get in the way of you achieving your goals. You probably already have an idea of things you could stop doing. Use this tool for a one-off 'efficiency boost' or complete it monthly to refocus and refine your time management.

First, write here what you would like to get out of this exercise: _____
(eg. be more focused at work, get home earlier, be less stressed, stick to diet)

INSTRUCTIONS:

- The goal is to identify things NOT to do! These are usually activities where you distract or sabotage yourself. Ironically, to stop doing something we often need to take action / do something else instead (see final column).
- Keep this exercise with you and fill it out throughout the day OR think about a typical day, starting at the beginning and working forwards, then for each segment (eg. morning, lunchtime, afternoon, evening) ask, "Where do I distract myself?"
- The more specific you can be the better. Areas to give serious thought to are your email/internet/phone usage, eating and exercise habits and goals you never quite seem to achieve...
- Print extra copies of this page if you have more ideas and distractions to add. Try to come up with AT LEAST 3 "Distraction" or "Not To-Do" items to maximize your success.

DISTRACTION (be specific so you are clear on how you distract yourself)	IMPACT (be specific to get the TRUE impact)
<i>EXAMPLE (More focused at work): I keep stopping to check email & get distracted answering it</i>	<i>I lose focus for about 30 mins EACH time!</i>
<i>EXAMPLE (Stick to diet): I keep working until about 2pm and I am SO hungry that I need food, fast!</i>	<i>I go next door for fast food & don't stick to my diet!</i>
1.	
2.	
3.	
4.	
5.	

MY NOT To-Do List. I will STOP:

Answering each email as it arrives

1) Working through lunch!

2) Having 'unhealthy' fast food for lunch

I WILL Instead:

1) Turn off email pinger

2) Check email at 9am/12pm & 4.30pm

1) Either take lunch OR go to health food store

2) Set alarm to stop for lunch

Why not put this somewhere obvious (like your fridge or computer) so you can refer to it often?