Redo Your To-Do List

Prioritize important tasks over ones that seem "urgent"

Hold up for a second. Yes, we know you're busy! That's why you need a time-out.

Researchers have identified something called the Mere Urgency Effect in which people prioritize urgent tasks over important ones. Think about it. It's easy to lose the big picture when your screen is alive with incoming texts and "high priority" messages.

To stay focused, try these tips from Alice Boyes, author of *The Healthy Mind Toolkit* →

1

SPEND LESS TIME ON UNIMPORTANT TASKS

Create boundaries. Define your limits. Decide how much of your attention a task deserves. Set a timer, if it helps.

2

TAKE TIME OUTS

With space to breathe you might better notice when you've headed down a rabbit hole (again).

3

BREAK DOWN BIG TASKS

Keep shrinking an assignment until it seems doable. You can always add to it later.

The point here is not to get more done. The goal is to direct your time to your priorities and well-being.

Why not put your to-do list to the test? Jot highlights here and then decide if the item is urgent or important:

ACTIVITY	URGENT	IMPORTANT

REVIEW YOUR LIST AND DETERMINE IF ANY ITEMS DESERVE MORE ATTENTION THAN OTHERS. IS THERE ANYTHING YOU WOULD REMOVE?