

LET THE POWER OF LISTING SERVE YOU... NOT ENSLAVE YOU

ENSLAVE

How many lists do you make over and over again? Things to do. Errands to run. Groceries to buy. Work tasks to be completed. Goals to set. Calls to return. School supplies, clothes and gifts to purchase. Home repairs to be scheduled. Vacations to plan... The daily, weekly, monthly and yearly lists can be endless.

I have observed that people's lives are run by their "to do" lists. They make long, detailed lists, often adding an unrealistic amount of items to be completed in a short time-frame. I see clients focus on what is not done; rather than celebrate what gets completed. They move on to the next item with little thought or recognition for a job well done. Their sense of accomplishment, even self worth, is determined by the number items they check off on a regular basis, instead of the quality and balance they are bringing to their overall lives.

Are you being realistic about your lists and the role they play in your life? How many lists do you create, what is on them, and how much time do you allocate? Do you consider if an item really needs to be on the list? Many people sacrifice what is most important to them, such as alone time to rejuvenate or time to connect with others, simply because they are driven to get one more thing crossed off.

These out of control, "bad lists" are not good for you, and can create a lot of crazy-making. So think about how you can be in charge of your lists and your time by simplifying what you do. Let the power of listing serve you, not enslave you.

THREE FAVORITE LISTING HABITS TO INSTILL

Brain Dump Use a blank note pad and write down everything that comes to mind, dump it all. Thoughts, tasks, feelings, goals, dreams, desires. Big or small, anything and everything... this is a mind clearing. Tuck it away and refer back to it a month later so you can experience the joy of how much you have accomplished without constantly looking at a piece of paper.

"Post-It Note" Put each item on a post-it note, and stick it on the wall. This "displayed thinking" allows you to move items around to group together, to look at what's next or even see pieces of a bigger picture. It can give you a fresh perspective and help you better organize your thoughts and action items.

Pick 3 Choose only the top three things you want to accomplish each day. It is not necessary to have 25 items on a list, and you can get more done by focusing on what is most important in helping you achieve your goals. Share your "pick 3" with your best friend or partner at the end of each day.

THREE LISTS TO INVOKE POSITIVITY

Gratitude List Write down who and what you are grateful for. Share it with others too!

Accomplishment List Make a list of things you have done over the past year so you can see how far you have come. Add to it and embrace your fabulousness!

Dream List Envision your dreams by creating a list or visual that embraces who you want to be and where you want to go. List your desires through journaling, making vision boards or putting your items in a dream box. Claim what you want!

Transforming your list into something useful and "right-sizing" it relative to the realities of your life will give you a fresh perspective and more success. Follow your rhythm by knowing when you are most productive and align your actions accordingly. Good lists serve as reminders, goal setting, next steps and processes, mind de-clutterers, creative outlets or assistance to seeing your accomplishments. Make sure you are in command of your lists and your life.

COACHING QUESTIONS TO CONSIDER WHEN CREATING LISTS

1. How will this item move you forward in reaching your goals and connecting you to your bigger life vision?
2. Is there something on the list that can be done tomorrow to create more space for you today?
3. Where do you need to out-source some thing on your list to be more efficient and effective?
4. Will doing this bring you joy?

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