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Take stock of your things to do

					IMPORTANCE				URGENCY					Action to be taken (guideline)			
To do item	What will this achieve?	How long been outstanding?			How important?		Important for who?		How urgent?		Urgent for who?		What would <u>really</u> happen if not done?	Scrap (Tick)	Somebody else	Do Immediately	Renegotiate the task with "other"
Write down a short description of what needs doing, "the task"	What will this task achieve for you? Why is it important? Be honest and realistic about this - it will help you to decide whether it is worth doing or not	How long has the task been waiting to be done? Go back to when you first created the task, not when you last put it on a list. Tick the appropriate box			Be clear about whether this is really important. Consider all aspects of your life, and this task's importance in that context. Tick one box		Who has decided that it is important, you or somebody else? It is important to know this so that you can start to see where control lies in your life. Tick one box		Be clear about whether this is really urgent. Be strict what would happen if you did't do it by the deadline? Tick on box		Who has decided this is urgent, you or somebody else? It is important to know this so that you can see where control lies in your life. Tick one box		What is the REAL worst case scenario if this task was not done? How will your life be affected? Who will be affected? Be honest with yourself! don't use this task as a reason to stay stressed for some reason. This might make all the differnnce for your stress levels	If the task is older than 1 month, or it is not important and not urgent, then strongly consider scrapping it	Can this task be done by somebody else (perhaps better than you can do it). Again be honest as to why you are holding onto ownership of the task. Ask for help!!	If the task is important and urgent for you (or after talking to the "Other" for you both), then do now: It will make a big difference to your stress levels	Go back to the "other" person and check if the task is still important / urgent, or even still relevant, and show them what other tasks will be impacted by this task. You might be surprised at how helpful they are. If you say "yes" to this task, what else doesn't get done?
Descripton of the task / thing to do	What will it achieve?	1 day	> 1 week	> 1 month	High	Low	You	Others	High	Low	You	Others	The main real impact only	> 3 blue boxes ticked?	Who can do this instead? When?	Green boxes ticked. Assign a date to do it.	Pink boxes are ticked. With who, when

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When taking into account what action to take, use these as a guidline, <u>but</u> also consider your comments from what it achieves for you, and what would happen if it was not done