



Health at Home Holiday Edition



To-Do-Lists

- **List of tasks needed to be completed**
 - Organized in order of priority
- **Manageable activities**
 - Smaller pieces
 - Focused

- **Increase likelihood to completing tasks**
- **Motivation**
 - Sense of accomplishment
 - Affirmation of progress



Acknowledge Stress

- **Anxiety**
 - Natural response to preserved stress
- **Variety of feelings**
 - Butterflies
 - Increased heart rate
 - Restlessness
 - Eating too much or little
 - Difficulty sleeping
- **Feeling overwhelmed**
 - Cognitive impact
 - Forgetfulness
 - Easily confused
 - Difficulty concentrating



*Develop Skills to Cope
with Stress*



Stress Management - Resilience

- **How well you deal with and overcome difficulties**
 - Positive outlook
 - Cope with stress more effectively

Steps to take to build resilience

- Believe in you can
- Develop a strong social network
- Embrace change
 - Be flexible
- Be Optimistic
 - Do not ignore problems
 - Focus on positive outcomes
 - Understand there may be setbacks



Procrastination and Motivation

- **Procrastination**
 - The act of delaying or putting off tasks until the last minute
- **Common issues**
 - Myth - "Need to feel inspired"
 - Depression
 - Obsessive-compulsive disorder
 - Indecision, perfection
- **Motivation**
 - Reason(s) for action
 - Find your "WHY"
- **Types of motivation**
 - Extrinsic
 - Outside factors
 - Intrinsic motivators
 - Internal factors



Categorize - Prioritize Tasks

- **Complete most important task first**
 - Work on Urgent and Important first
 - Relief when done
- **Considerations**
 - Priority
 - Sequence
 - Estimated time
- **Balance working on important and not urgent**
 - Related to long-term goals
 - Feel better about your day
- **Be flexible**
 - Life happens, priorities change
- **Be realistic**
 - You cannot do everything all the time



Lists Don't Work for Me

- **Negative Feelings**
 - Feeling overwhelmed by the list
 - Don't know how to prioritize
 - Never-ending tasks
 - Mixing home and work tasks
 - More stressed when you started
- **Creating the right list for the job**
- **Use the list**
 - Use effectively
- **Prioritize tasks**
- **Time management**



To-do-lists help you to track your progress and gives insight into potential obstacles.



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Health at Home Holliday Edition

Why Make Lists

- Take control
- Clear vision of what needs done
- Reduce stress/anxiety
- Prioritize tasks
- Do not overlook/forget tasks
- Feel organized
- Planning
- Keeps you on track
- Breaking down larger tasks
- Check completed tasks



	Urgent	Non-Urgent
Important	<ul style="list-style-type: none"> • Impending deadlines • Crises/emergencies • Resolving immediate issues <p>Necessity</p>	<ul style="list-style-type: none"> • Relationship building • Improving your health • Personal/skill development <p>Quality and Personal Leadership</p>
Not Important	<ul style="list-style-type: none"> • Interruptions/distractions • Most phone calls/emails • Inconsequential meetings • Dealing with others requests <p>Deception</p>	<ul style="list-style-type: none"> • Mindless TV/web serving • Reading forums/social media • Gaming • Certain phone calls/emails <p>Waste</p>

Quadrant To-Do-List

Time Factor



- How long will it take you to complete task
- Be realistic

- Avoid wasting time
 - Distractions
 - Social media
 - Games
 - Phone calls
- Stop multitasking
 - Not efficient
- Set a timer
 - Designate a specific amount of time for a task



Never Ending or One and Done

- Endless to-do-list
 - Never completed
 - Helps you to remember
 - Grows/shrinks as tasks come/go
 - Long
 - Contains everything
- Finite to-do-list
 - Can be completed
 - Helps to do things
 - Motivation
 - Short/specific
- Project to-do-list
 - Type of finite to-do-list
 - Project has clearly defined end goal



Types of List Matters

- Basic to-do-list
 - Standard catch-all
 - Not in-order
- Daily to-do-list
 - Everyday/week tasks
- Prioritized to-do-list
 - Variation of the basic to-do-list
 - Organized by date and priority
- Quadrant to-do-list
 - Combination of daily and prioritized list
 - Visual determination of what needs to be done
- ABC to-do-list
 - Combines all four types of lists
 - List tasks in any order
 - Designate a priority
 - A = Task of highest importance
 - B = Medium importance
 - C = Low importance



The Power Behind the List

- You are the power behind the list
- Tasks are milestones on the road to reaching your goals
- Visualize reminder for your success
- Structured and detailed
 - Breakdown into realistic smaller tasks
- Focus on productivity
- Persistence



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