Health at Home Holliday 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
  - More stressed when you started

- Creating the right list for the job
- Use the list
  - Effectively
- Prioritize tasks
- Time management

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

Time Factor
- How long will it take you to complete task
  - Be realistic
- Avoid wasting time
  - Distractions
  - Social media
  - Games
- Stop multitasking
  - Not efficient
- Set a timer
  - Designate a specific amount of time for a task
- Phone calls

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

Urgent | Non-Urgent
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Impending deadlines | Relationship building
Crisis/emergencies | Improving your health
Resolving immediate issues | Personal/skill development
Necessity | Quality and Personal Leadership
Deception | Mindless TV/web serving
Interruptions/distractions | Reading forums/social media
Most phone calls/emails | Gaming
Inconsistent meetings | Certain phone calls/emails
Dealing with others requests | Waste

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

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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Serving Henry, Mercer, Rock Island and Stark Counties—12/2020