

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

- · 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.



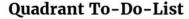


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Why Make Lists

- 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	•Impending deadlines •Crises/emergencies •Resolving immediate issues Necessity	•Relationship building •Improving your health •Personal/skill development Quality and Personal Leadership
Not Important	•Interruptions/distractions •Most phone calls/emails •Inconsequential meetings •Dealing with others requests Deception	•Mindless TV/web serving •Reading forums/social media •Gaming •Certain phone calls/emails Waste





Time Factor

- Avoid wasting time
 - Distractions
 - Social media Phone calls
 - Games
 - 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

the list

- · 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

· How long will it take

you to complete

Be realistic

task

- · 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





· You are the power behind

· Tasks are milestones on

the road to reaching your

The Power Behind the List

- · Visualize reminder for your success
- Structured and detailed
 - · Breakdown into realistic smaller tasks
- Focus on productivity
- Persistence











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