

To Do or Not to Do

This simple exercise helps you clear your to-do list effortlessly, by trusting that you are not alone and are supported in all you do. Use it:

***If you're juggling too much
If your to-do list keeps growing and you never get it cleared!
If you find it hard to delegate
If you feel you're the only one who can do what you have to do***

As working women, we juggle work and home, sometimes wondering if our hectic lives will ever let up. There always seems to be more to do in a day than there are hours available. Even though the to-do list is impossible to squeeze into a day, we somehow feel it's our fault that we don't get everything done. And there's nothing more damaging for our self-esteem than to feel inadequate!

There's a simple answer. Do what is really important, delegate what others are good at and leave the rest. Anything amongst the rest that needs to be done will get done – just not by you. The rest doesn't matter. When you can complete this exercise regularly, you discover what is important for you to do, and what can be left for others – or just forgotten. The pressure is off and you begin to work more in your flow, playing to your strengths, doing what you are good at and leaving others to do what they are good at. As you become practiced in this, you find that others pick up the rest of the items on your to-do list without being asked.

In playing this game, we're asking you to take a risk and see what happens. It will develop your ability to trust your intuition, and discover that some higher power really will deliver to you what you want and need.

Before you begin, make a copy of the diary page below.

Time Taken: A few minutes every morning, or last thing at night

1. STOP! Take a couple of deep breaths.
2. Make a list of all the things you have to do today, or if doing this last thing at night, things you have to do tomorrow.
3. Go through your list and mark those which are distractions and put them in the **Distractions** column. **Forget about them.**
4. Then review the list again, picking out all those tasks you know that you can delegate, and write those in the **Delegate** column.
5. In the **Only I Can Do** column write down the things which you are truly the only person who can do because of your skills, talents and passion, together with the things that make your heart sing.
6. Turn everything else on the list over to the Universe. Yes, the Universe – some higher power that can and does support you. Crazy though this may sound to you, we ask only that you take a risk for a day or two and trust in the process. The Universe actually will look after it, or you'll find you just don't need it. When you let go of these things, the pressure and strain of having to do them will fall away.

7. Do what's on your **Only I Can Do** list – the ones only you can do, the ones you know you can complete today, and allow yourself to feel good about accomplishing them.
8. Watch in amazement as the activities in the **For the Universe** column get done without your help or interference. You may find that a colleague at work offers to take one of those pressing – and boring – jobs off your hands or that the situation changes and you no longer need to prepare that lengthy report after all.



*Taken from Written in the Rainbow, A Woman's Secret to Self Esteem
Almira Ross & Susie Heath © 2007*



DIARY FOR 'TO DO OR NOT TO DO'

Date: _____

[illegible]