

Do I need to do this?

When we're looking at our "to do" list, or thinking about all the stuff we've got on, we sometimes don't think about whether we need to do something or not. This worksheet will help you think about whether or not your tasks really need doing and if you can get rid of tasks that you don't really need to do. You might find it useful to do this with the priorities matrix.

Write down a list of the tasks that are currently at the forefront of your mind. If there are more than the space allows, just write them in the order you think of them (this is an exercise, not a "to do" list!).

1.

2.

3.

4.

5.

Take each in turn and ask yourself the following questions.

What will happen if/when I do this?

1.

2.

3.

4.

5.

What will happen if I don't do it?

1.

2.

3.

4.

5.

What is the impact on me if I don't do it?

1.

2.

3.

4.

5.

What is the impact on others if I don't do it?

1.

2.

3.

4.

5.

Can someone else do it? Should someone else do it?

1.

2.

3.

4.

5.

Can it be automated?

1.

2.

3.

4.

5.

If I have to do it, how can I make it quick and easy? Eg reduce anxiety, collect supplies, prepare, set aside time etc.

1.

2.

3.

4.

5.