Working Remotely: Tip of the Week

Make a To-Don't List

If you aren't reaching your goals, the solution probably isn't to take on more work. Instead, consider what you might stop doing. You will have more time for what really matters if you eliminate unnecessary, busy work. Here is a simple exercise to help you identify those items.

1. Identify a specific goal or an area of your work that you would like to improve.
2. Take a piece of paper and divide it in half. On the left-hand side, make a list of all your daily tasks, and on the right-hand side, make a list of your biggest "wins" — the work milestones you are most proud of. Draw a line connecting each of your wins to related daily tasks and circle those tasks.
3. Step back and look at what is not circled on your list. These items are the tasks that you should either stop doing, significantly minimize, or delegate to others. Abandoning work that isn't helping you meet your goals will give you more time to focus on the work that is — and then to revel in your success.

This tip is adapted from "*Want to Be More Productive? Try Doing Less*," by Kate Northrup.

For more Tips on working remotely, please visit https://bit.ly/mc-remote-working-e and watch for the next tip on Monday, August 17.

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