

These suggestions are in no particular order. The value of each suggestion will vary for each reader.

**Too much on your To-do list:** One problem with the to-do lists which I used in the past was that I put too many items in them. I wound up not getting even half-way through the list by the end of the day.

I stayed up late trying to get just a couple more things completed. Then, I would waste more time at the end of each day, carefully transferring all the items I had not completed and those I did not even start onto my list for the next day.

Adding new items then made the new list even bigger than the previous one.

Instead of making me more efficient, the way I used my To-do list almost guaranteed I would fail!

**How to trim your To-do list:** I was adding everything which anybody asked me to do to my list and never seemed to progress far through it.

If you have that experience, these tips will help you cut down the excessive demands on your time and temper.

Write down all the tasks you have to deal with.

Look for any tasks which are neither important nor urgent and any which can or should be done by someone else.

Now, scan what is left for items which are both important and urgent.

Put them on your To-do list. Dealing with them will get the best value from your time.

Before you start on them, look over the items which are still on your original sheet and contact anyone that might be affected by the items which involve them being delayed.

They'll usually give you some understanding when you let them know in advance.

Sort your most important items according to their priority and get started.

**The tycoon's secret:** I read that an American tycoon paid an advisor several thousand dollars for this tip. It seems so simple, even obvious, but many people discount its value for that reason.

Just try it and you'll understand why that story just might be true!

The advisor told him to write down the most important tasks he needed to accomplish each morning.

Then, he had to choose the most critical item and focus solely on that until it was completed or, if he had passed the responsibility for it to his staff, it was sure to be completed very soon.

Then, he should decide on the next most important item on his list and deal with it, using the same single-minded focus until it was finished.

That advisor was handsomely rewarded because the tycoon recognised the value of the simple secret.

**Don't multi-task:** Multi-tasking has been encouraged as a tool which anybody can use to quickly deal with their workload. But, the most recent information I've read (and my own experience) suggests that it may be more of a problem than a desirable skill.

It had been thought that multi-tasking was a good thing and that women were much better at it generally than men. But, the evidence was apparently based on limited research and the conclusions drawn were not in line with the original researcher's findings. He had limited the scope of his findings to specific circumstances.

Other people who wrote up the information started to claim that the results were applicable to everyone and most situations.

Results will vary and it is worth trying, but I know many capable people, both women and men, that actually achieved less when they were multi-tasking than when they focused on one thing at a time.