



Module 6: To-Do List Download

In this video we're going to do the to do list download.

The first step in your Monday Hour One, after you've cleared all distractions, is to grab a piece of blank paper and I would recommend to grab one that you can actually throw away when you're done at the end of your Monday Hour One process and a pen. And in the silence of your office or your home before you get started on Monday, you want to get everything out of your brain and onto paper and you want to get absolutely anything and everything. You're going to have things on your brain that you know that you need to do that are going to seem really silly to write down on a piece of paper, but write them down anyway, like things like making sure that you put the laundry in and things like picking up the cat food, and changing the litter box, and grabbing your daughter, Neosporin from CVS, whatever it is. Write it down and you're going to write and then you're going to feel like you've got everything out and onto paper, but you won't.

So you need to ask yourself what else, what wild and crazy ideas have I been thinking about, thinking I should do like what are the big things, the big projects, or even just going to 4th of July beach day, anything and everything on your brain that you're thinking about that you want to do, and create, and one day maybe get it all out of your brain and onto paper because you want to make sure that you're not using your brain to store all of that. You want to stop the rehearsal loop that your brain is doing. Trying to remember all of those things so that once we get everything out of our brain and onto paper, then we can transfer it after doing an evaluation, which I'll speak about and put it on the calendar and know that it's as good as done.

After you get absolutely everything out of your brain and onto paper and you've asked yourself what else? As many times as you can ask yourself. Then you're going to want to make sure that you've collected anything that you have thought of during your previous week that you wanted to incorporate into your to do list, download, and calendar planning for this Monday Hour One. So it might be the things that were your open items from your Friday Hour Done the week before or it might just be a list that you keep of random things you think of while you're trying to focus on something else. I like to write things down randomly on index cards so I just have them ready and with me too. If I think of something on the go, then I just know that I have my index cards for Monday Hour One. Even random things like I need to buy a wedding gift and do

quarterly taxes and do an oil change. Then I can add those to the one list so that they can be a part of my entire planning process and not scattered everywhere.

So now that you have absolutely everything out of your brain, collected from last week that you had written down, everything on the sheet of paper that you need to do, you're going to be tempted to think this is way too much. I have too much to do. I feel so overwhelmed. How am I ever going to get this all done this week? And it might even be the first time that you've ever seen all the things swarming around in your brain actually on paper. And the beautiful thing is that now it's out of your brain and it's on paper and it's external so that you can decide which things are you going to do on purpose this week? Which things are you going to schedule for the future? Maybe you'll just decide that writing the novel is not going to be a this year thing and it's going to be a next year thing, and you put it on your calendar for maybe even next year, and you'll get to decide what you want to do and what your priorities are. And you may even have things on the list that you decide that you're actually just never going to do.

So there are some things that you keep telling yourself in the back of your brain that you want to get to, that you want to do someday. But the truth is that you might not actually want to do them one day. You might decide during your Monday Hour One that you're never actually going to do the half marathon and maybe you will ten years from now. Who knows? But taking it out of your brain onto paper, evaluating it against what you actually want to do this week and for your life, and then eliminating it on purpose to live the life you want to live, is going to clear that up for your brain to be able to focus when you're actually doing your work rather than lying to yourself that you just never get around to training for the half marathon.

So let's do a thought download. The first thing that comes to mind is that I am going on a 4th of July beach trip, so I can't just write 4th of July beach trip because that's a whole project and I'm going to have to do a whole lot of things within that project in order to make sure that it happens.

So I'm going to take a second to write down absolutely everything I can think of for the 4th of July beach trip that I need to do to prepare for an amazing 4th of July beach trip. So I'm thinking that I need to get sunscreen. We're all out of it at my house. I need to get groceries for the lunches I'm going to pack. I'm going to need to get the cooler out of the garage and I need to, oh yeah, I have to make sure that I get the ice into the freezer like the morning before so that it's cold for the cooler and I need to bring, I'm packing vegetables to contribute to the barbecue later, so I'm going to have to prep those barbecue veggies.

I'm also going to need to remember to get everything for my kids. So like they need sand toys. I'm going to need to do bathing suits. There's like so many things. We need the umbrella, we need the beach towels. I need to, oh yeah, my husband. I need to make sure we're confirmed for our carpooling. We're caravanning there with our friends, so I need to also confirm with the friends what time we're leaving to carpool. And then I think that's it.

So I have all these other things going on in my brain so I'll come back and make sure that I got everything. I need to, oh yeah, I have client sessions this week. Prep for client sessions. I need

to write my weekly email. I need to do laundry. I need to get, oh, I just remembered for the 4th of July trip, I need to get a dog sitter while we're away to let the dog out. And then I need to do the Instacart order. But when I do that, I need to make sure that I get the stuff for packing the lunches and the barbecue veg and then like everything for the week. So we'll have to come up with that list. But I'm going to put that on my calendar for when I'm going to do that. And then I need to get dentist appointments for my family.

Oh yeah, and I have to RSVP for the wedding for my cousin. I need to return an Amazon order. I really want to do yoga this week and get in to the studio a few times. I really want to train for a half marathon and I need for work to get a video transcribed. And that was the last one.

Oh no. OK. And then what I have is what I wrote down during the week last week while I was busy focused on other things, I just kept thinking of things that I needed to take care of and instead of trying to remember them for right now, Monday Hour One, I wrote them down on index cards. So I'm just going to add them to my list now. So I'm going to buy the wedding gift for that wedding I need to RSVP to. I have quarterly taxes to file and I need to get an oil change on my car. What else? What else? Oh yeah, I need to, the landscapers ruined one of my bushes last week so I need to call them and get them to reimburse me for that. And, oh, I should probably get cash for the beach trip because sometimes there's this frozen like Popsicle stand that we like to stop by, but they only take cash.

So right now it's super tempting. I want to just move on and get going with it already. Like my brain is like, "Oh my gosh, there's so many things to do. It would be so much faster to just get to work and get this all done." But I know that I just need to let my brain sit for a second and just keep thinking what else might there be and even just be quiet for a second and listen to anything else that comes up. And then maybe I'll remember, oh yeah, I'm out of dental floss and add that to the list, or I'll see my nails and be like, "Oh yeah, I need to paint those before 4th of July because, oh yeah, I wanted to do the like red, white, and blue nails."

So now I think I'm done. I've let there be enough space to pause and get everything out of my brain and I think it's all out. So I'm going to take a breath.