



Tips to make your To-Do Lists support you and your intentions:

1. Each evening or morning before you start your day, make a short list of your intentions—including both results and the feelings desired. By each, write the related to-do's for that day. Try to keep your list to 5 intentions. Consciously choose what you'll do and not do. List only what you truly expect you can get done that day.
2. As other things come to mind, note them on a separate list. By doing this, you're creating space to be in the moment with each of your priorities for today. You can use this new list as you plan for tomorrow.
3. Give yourself meaningful blocks of uninterrupted time to focus on each intention. Be clear about what technology you'll use and consider turning off technology during these times. Computer nearby? iPhone volume turned up to hear email coming in? Know what supports you to have time to focus.
4. Give yourself some down time. Enjoy your successes at the end of each day!

*I'd like to hear your thoughts on how you make your To-Do Lists serve you.
Contact me at debra@debralamfers.com*