



The Limitless Women Podcast Get Rid of Your To-Do List

Where do you keep your “to-do” list? One of the challenges that most of us have been taught is that if we write things down, we're going to get them done. Now, I'm a big fan of writing things down, but I do it a little differently than most people. In this podcast, I'll share with you proven methods that I use to manage my list, how I get things done, and how I prioritize my time. Using the right tool, with the right process can help you better manage your list and be more productive. So, find out about what is probably one of the most underutilized resources that you have.

Want to skip head? Episode Highlights

- [00:27] Learn what will be covered in today's episode!
- [01:06] Discover how you can use your calendar as your 'to-do' list and gets everything done.
- [02:19] Learn what to ask yourself if you continue to move a task forward on your calendar.

Episode Transcript

[MC] Welcome to the Limitless Women Podcast. Our mission is to help women business owners, like you, grow profitable businesses and actualize your opportunities to serve and give to yourself and others. Here's your host, the founder of Limitless Women, Laura Gisborne.

[Laura Gisborne] Thanks for listening to the Limitless Women Podcast. This episode is an excerpt from a video series on business tips I created for you. If you find this valuable and want to have a deeper, longer training, visit the Limitless Women YouTube channel, subscribe and check out the rest of the series.

One of the challenges that most of us have been taught is that if we write things down, we're going to get them done. Now, I'm a big fan of writing things down, but I do it a little differently than most people. Rather than keep a to-do list that constantly has me feeling like there's more to do and that I'm not enough, I write my tasks directly into my calendar. I feel like a calendar is one of the most underutilized resources that we all have and a couple of things happen when we write things on a calendar instead of on a list.



The first is that we now have it scheduled. We actually know when we're going to get it done and we've allocated the time to do it. Now, you've got it on your calendar. You've made an appointment with yourself. You know when you're going to get it done and you know how much time it's going to take. The challenge comes in sometimes in actually staying on track with what you've committed to do, so I encourage you to be gentle with yourself in this process.

If you schedule something and it doesn't get done in the time you have allocated or the exact date that you have it scheduled, move it to another day. Don't write it down again someplace else, but actually be accountable to yourself and move it to another day.

The next place where we run into a little problem with this at times is that once we've moved it, if we move it and move it and move it, something else is going on, so this is the place that we learn as leaders to delegate. I want you to ask yourself a few questions if you find that you've been moving a task in your calendar more than two weeks' time. The first is, is this really mine to do? Is this something that I'm uniquely qualified for and nobody on my team can do it except for me? Chances are that's not the case. Chances are we're in our own way and that's why we are procrastinating and not getting it done.

The next question then becomes if it's not mine to do, who can help me? Who on my team can do this or who do I need to attract and add to my team of supporters to actually get this activity completed? The next piece then when you discover who's going to do it and it's not you is how are we going to get it done and what does that look like? So decide whose is it to do, when do we need it done by, and then really ask yourself again, "How do I make this happen by turning it over to someone else rather than making myself wrong?" I think incompletions are these things that we don't get done that tend to drain our energy and have us feeling bad about ourselves. Stop trying to do it all yourself. Ask, "Who can help me with this?" and then turn it over and feel so much better about getting things complete.

[MC] Did you know that Limitless Women offers an online community, a premiere business school and annual live events? Find out what Limitless Women has for you at LimitlessWomen.com.