

Thrive 365 #29

Did you know?

Some environments that you may perceive to be the most stressful, are actually the most calm. Take for instance an A&E department in a hospital dealing with hundreds of critically ill patients a day - you'd think everyone would be close to breaking point and it would be chaos. However, this is not the case. Darria Long is an ER doctor who, in a recent TED talk, explained that as a result of the triage systems in place, the environment is busy but controlled. You can apply this to your own life in times of stress.

What can you try?

1. Align tasks with values

Sometimes our to-do lists are as long as our arm and this in itself is a cause of stress. Before tackling your list, decide which outcomes you truly value and don't just do something because you think you should! For instance, washing the car. For some people that is really important, whereas for others it depletes energy but doesn't add any value. Ask yourself twice whether each task is something you need to do.

2. Break tasks down

Spend time thinking about what each task involves and if necessary break it down into smaller, more manageable tasks. Often starting something is the hardest part and if you don't know where to start, then it seems easier not to bother. For tasks that have been on your list for a while or seem difficult, try to identify the 'easy wins' and do those first. These will be the elements that are straightforward but have a big impact on the whole.

3. Triage for urgent/important

Not everything will be equally urgent or equally important. There are lots of different ways to structure your to-do list, but one way is to create a quadrant:

- Urgent and Important
- Urgent but Not Important*
- Important but Not Urgent
- Not Urgent and Not Important*

*Arguably these are sections on that list that you can cross out immediately. An example of something 'Urgent but Not Important' would be getting to the shop before it closes to buy a non-essential item.

We hope you find this knowledge useful. Warm wishes, Claire and Rachael, Dragonfly Co-founders.

TALKS

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