

Your Not-To-Do List

By Sheila Hawkins

If you're focused on productivity and effectively managing your time, you probably create to-do lists for each day. This is a great practice that will help you stay on track and one that I highly recommend. Just as you have your to-do list, you might also want to **consider your "not-to-do" list.**

Yes, that's right, your not-to-do list. Just as you list the things that you want to do, you want to be real clear about the things that you are not going to do. For instance, a couple of years ago, I chose to no longer allow the lack of planning on the part of others effect me. I was not going to allow my time to be disrespected. That went on my not-to-do list and others would have to learn to respect my time. Most recently with the panic in the air over the economy, I decided that I was not going to panic because of the seemingly poor state of the economy. That got added to my no-to-do list as well. I made up my mind to have my own private economy and it's in great shape.

Take a moment to think about the things that you are committed to **NOT** doing and create your not-to-do list. Some of the things you might have on your not-to-do list might be: "I won't over commit myself."; "I won't bring home work from the office." **What ever it is that you've committed yourself to not doing should go on the list.** If you haven't thought about those things, I suggest that you spend some time to thinking about it.

Once you've committed yourself to the things you are determined not to do, refer to your not-to-do list just as you would your daily to-do list. Make this a part of your routine and stick to it! It can help keep you productive just like your daily to-do list will.

Once you make your not-to-do list, sharing what you put on your list at my blog. Visit <http://sheilahawkins.wordpress.com> and make your post. I'm really interested in knowing what you've committed to **NOT** doing.

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Sheila Hawkins is President and CEO of **Third Eye Group** based in Detroit, Michigan. The company provides customized professional organizing services for individuals, small businesses, entrepreneurs, non-profit, and community based clientele. Services are tailored to the needs and personality of the client helping them transform environments and behaviors to create order and peace in their lives.

Services include home and office organizing, time management, productivity training and coaching, event planning and project management. Additionally, the company provides workshops for individuals, business owners and company work teams. Learn more about Third Eye Group by visiting www.thirdeyegroup.org or contact the company via email at info@thirdeyegroup.org.