

SELF



Ideas for doing
{less}

Start with the basics

In our pursuit of more, we neglect the basics of enough sleep, hydration, and movement.

Have you been listening to what your body needs first and foremost? Start here.

Adjust your expectations

Drop preconceived notions of what's acceptable self-care.

Take exercise as an example. Completing 20 minutes of walking is better than thinking about 60 minutes of sweat.

Make time visible

Put every single commitment into your calendar. After two weeks, review it. What do you notice? Are you spending time aligned with your values? Prune accordingly.

Default to saying no

If it's not an emphatic yes, say no. When you say yes to something, there's often a hidden no to something else that may be more important to you. Find the hidden no before you commit with a yes.

Make self-sabotaging habits inconvenient

Doomscrolling on social media, staying up late to watch Netflix, etc. are habits that don't serve you.

Make them inconvenient by deleting apps from your phone and setting restrictions.

Write a permission slip

At the beginning of each week or month, write a permission slip for taking a day off, going to bed early, or doing whatever you please.

Use it in when you need it.



FAMILY



Ideas for doing
{less}

Document routines

Make daily routines easy for your children to follow by writing them down and posting them up.

This fosters independence and keeps you from repeating yourself.

Forego events you hate

Unless you love planning and/or going to parties, consider a smaller, more personal - and less expensive - experience.

How might you make a birthday special without a big birthday bash?

Say no to BS school work

Virtual learning leaves much to be desired. We're all learning. Remember - you don't have to have your kids do it all. Focus on literacy & numeracy first and foremost.

Only one activity/ season

Kids need down time too. Allow them white space in their calendar to build free play and imagination.

Limit activities to one per season. Consider the same for yourself.

Collaborate with others

Where you can, share the load whether it's with your partner your kids, other parents, or close friends. What makes sense for you to hold onto? Where might collaboration with others make sense?

Prioritize connection

With limited time, prioritize one small connection each day. Ask your family to share their rose, thorn, and bud, to hear what they loved about their day, disliked, and are looking forward to.



CAREER



Ideas for doing
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Make a COB Top 3

At the end of every day, document your top 3 most important tasks to complete on the next work day. Set an alarm to signal the end of the day and physically post the COB Top 3 post-it on your computer.

Book 30-45 min meetings

The number of meetings have increased since COVID began. Don't default to a 60 min meeting. Better yet, consider if a meeting is needed at all. Informational meetings can be moved to email or Slack updates.

Don't go it alone

Do not suffer in silence. Work with your manager to clarify expectations and prioritize competing commitments. If you're a leader, ask your team to help solve key challenges.

Preview your week

Each Friday, review the upcoming week and cancel one meeting or to do that's no longer necessary.

Use a scheduling tool

Never say... "Let me know what time works for you" again. Use a tool like Calendly as your scheduler. Be sure to restrict your availability to only the times you want to take meetings.

Consider your example

You set the example for your team. When you do more, your team feels obligated to do more too. If you're a manager, stop sending emails at night (use the delay feature), and use benefits like vacation time.



HOME



Ideas for doing
{less}

Declutter

Whether you're a fan of Marie Kondo or The Home Edit - there's no doubt that purging the clutter means less to manage long-term. What can you get rid of today that will save you time tomorrow?

Store it where you use it

Spend less time searching for the bathroom cleaner, the keys, the garbage bags, etc. by storing them where you use them. It also makes tasks like wiping the toilet feel like less of a lift.

Give up control of HOW

We all know we should delegate and outsource - but then we hold onto HOW it gets done. Be clear in your expectations and let go of how it gets done. If the laundry is done and you didn't have to do it, it's a win.

Decide once

Plan meals for the week, your daily "uniform," gifts, etc. at one time so you don't need to use your mental energy over and over again on what's not necessary. What can you decide once?

Identify your C+ efforts

Not everything at home requires an A+ effort. Holiday decorating, vacuuming, laundry folding may all be places you choose to perform at a C+ level so you can save your energy for other efforts.

Criteria for new items

Set criteria now for how you'll handle new gifts, papers, mail, etc. that comes into your house. What will you keep? What will you discard? This gives you a system to keep the piles at bay.

