



To-don't lists: Are they a fad or do wonders?

Have you been using a to-do list as tool to achieve your ever-growing daily targets and still struggling to master it? Well, the problem is not with your effort; what you might need to consider is applying a reverse psychology method.

Instead of working on a to-do list, try a **to-don't** list to declutter and focus on the things that are important.

What is a 'to-don't' list?

A **'to-don't'** list is basically a list of tasks, which you need to completely avoid during the day. It focuses on activities, which don't work in your favour (for example watching too much television or spending hours on social media). The idea behind this reverse trend is to identify habits that are affecting you, your health or your productivity, and then create strategies to rectify them.

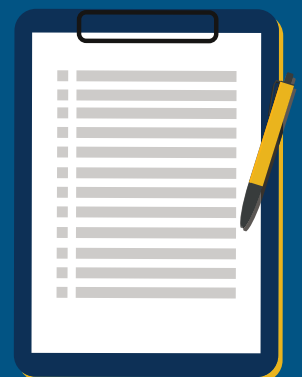
For some a 'to-do' list can be daunting as it continues to grow. If you don't achieve things in the given time frame, a to-do list may lead to a feeling of guilt, exhaustion, and burnout.

A **'to-don't'** list can be a great alternative to reduce the anxiety and pressure associated with fulfilling a long 'to-do' list's tasks. It can also help you to reflect on the habits you want to eliminate, change or do better.

It's good to segregate your list into two— one for work and the other for home. Having separate lists can give you more clarity on what you want to achieve and how!



Objectives to be achieved	At-work	At-home
Changing behavioural habits	<ul style="list-style-type: none"> • Don't sit at your desk for extended hours • Don't over-check your inbox • Don't avoid team lunches 	<ul style="list-style-type: none"> • Don't check social media apps after 9pm • Don't use phone at dinner table • Don't change your sleep routine
Improving wellbeing	<ul style="list-style-type: none"> • Don't drink too much caffeine • Don't eat out everyday 	<ul style="list-style-type: none"> • Don't snack on too many sugary treats • Don't miss out on exercise
Prioritising chores	<ul style="list-style-type: none"> • Don't procrastinate daily activities • Don't leave meeting prep to the last minute 	<ul style="list-style-type: none"> • Don't do household chores randomly, rather allot days • Don't forget to do meal preps



To-don't list: How do you create one for yourself?

- **Focus on habits you want to quit** – Pick and choose habits that are hindering your performance at work or impacting your health, and then add them to your to-don't list. Examples include spending less time on social media apps and leaving tasks to the last minute.
- **Prioritising is the key** – Choose three habits to begin with and start working on them. Remember not to overwhelm yourself by choosing too many tasks that you want to achieve.



Tips on managing your to-don't list effectively

Now that you have created your list to work on your goals, keeping up with the targets can be a bit of a challenge. It's easy to slip into old habits as you try to change. Be kind to yourself and aim for consistency.

Write your to-don't pointers clearly.

Make it visible and refer to it throughout the day. Tick off the pointers from your list as you go by the day. This will help you stay focused.

Circle the ones you don't achieve.

This will help you narrow down habits where you need to focus and re-think about strategies to achieve them.

Try practising for shorter duration.

Follow your list for two weeks initially and make adjustments where possible. As you get used to the routine, it will be easier for you to manage your goals for a longer time period.

Greek style watermelon and tomato salad

A refreshing low calorie recipe to be served on those hot sweltering summer days. Pair this salad as a great side to a delicious roast chicken. Serve 4/ prep time 20 min

Ingredients list

- ▶ 3 cups of cubed watermelon
- ▶ 1 cup of cherry tomatoes, halved
- ▶ 5 small cucumbers, cut into 1/2 inch dice
- ▶ 1 small red onion, thinly sliced
- ▶ 1/2 cup pitted kalamata olives
- ▶ 1/2 cup crumbled feta cheese
- ▶ Handful of chopped fresh parsley and mint
- ▶ Salt to taste
- ▶ Extra virgin olive oil and red wine vinegar to taste.

Method

- ▶ In a mixing bowl, add watermelon, tomatoes, cucumber, red onion, olives and mix well.
- ▶ Now add a handful of freshly chopped mint and parsley leaves to the mixture.
- ▶ Sprinkle a pinch of salt, drizzle two tablespoons of extra virgin olive oil and red wine vinegar, and toss well.
- ▶ Roughly scatter half a cup of feta cheese on top and serve.



Lvl 3, 170 Railway Parade,
West Leederville WA 6007

(08) 9483 8888  lgisw.com.au

The information in this document is general in nature and is not intended to be relied upon as advice regarding any individual situation and should not be relied upon as such.

This information is based on sources we believe to be reliable but we make no representation or warranty as to its accuracy.

No part of this document may be reproduced or transmitted in any form by any means, electronic or mechanical, including photocopying and recording, or by an information storage or retrieval system, except as may be permitted, in writing, by LGIS.

LGIS is managed by JLT Public Sector, a division of JLT Risk Solutions Pty Ltd (ABN 69 009 098 864 AFS Licence No: 226827) ("JLT") and a business of Marsh McLennan.

© 2022 JLT Risk Solutions Pty Ltd. All rights reserved. LCPA 22/187.

The LGIS WorkCare Services team are specialist health and wellbeing professionals.

Contact the team on 9483 8888 for more information on our health and wellbeing services.