

The background is a close-up of a wooden surface, possibly a table or countertop, dusted with a fine white powder. Several snowflake-shaped cookie cutters are scattered across the surface. A rolling pin is visible in the bottom left corner, and a star-shaped cookie cutter is in the bottom right corner. The overall scene is festive and suggests a holiday baking activity.

Is It Time To Revisit Your ABC

If you're anything like me, your to-do lists run to multiple pages most of the time.

One of the easiest ways to create more time is to choose to do less.

Ok, I can hear the yells of objection already, but please just stay with me a moment! Let's discover the ABC of 'how'.

Is It Time To Revisit Your ABC?

If you're anything like me, your to-do lists run to multiple pages most of the time.

Personally, I tend to be great at starting things but less-than-great at finishing them.

This leads me to a big problem – having too many things on the go at once. And they can all feel like they're urgent.

They can scream at me, all wanting attention, like a hungry baby. And it can be exhausting.

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Generally, when it comes to Christmas, we can all be tempted to take on too much.

Whether it's creating hand-made cards for everyone, preparing a lavish 7 course Christmas lunch or arranging fresh rose petals on your guests' pillows...

Yet there will always be some things that are less important and they're the ones that need to wait quietly and patiently at the bottom of your to-do list, until you have more time (or till next year!).

There's a really simple method to prioritise things – I call it the ABC technique. Chances are that you have come across it before, at work or college, but it's surprising how often we forget to apply it at home.

Here's a reminder:

1. Write out your to-do list, including any deadlines.
2. Go through each item and objectively ask yourself whether it ranks as:
 - A: MUST be done (really!)
 - B: Very important, but less so than A and could wait till another day
 - C: Honestly – a nice to have

Each day, do all of the A items for that day first, then the B items and finally the C items.

And how about making this your mantra:

“Don't do today anything that could be put off till tomorrow.”

If something in your “C-list” keeps bugging you, then either choose to get it done and over with, or get rid of it! Life is too short. And yes, it really CAN be that simple - if you want it to be. :-)