

Simplify-My-To-Do List so that Things Get Done!

By Craig Trafford at www.TraffordHouse.net

A Top Tip for helping you to get things done in a **Stress-Less** manner.

Scientists studied the way successful people implemented their To-Do lists, according to the Harvard Business Review, thereby getting ahead on tasks and becoming more successful.

As it turns out, the '**IF-THEN**' method works best of all.

An example; '**IF** it is 8.15am on Thursday, **THEN** I'll do this specific action.' As illustrated in the post below (see link) from our weekly newsletter. Your unconscious scans the environment [including your list/diary] for '**IFs**' and ensures actions get done.

So this cheatsheet, as well as providing the links to the post, gives you a prompter template to transfer to your own Diary or To-Do Lists.

Similarly, I have a counsellor friend who uses the '**When-Then**' method and that seems to work well with children and young people as well as the **IF-Then** method so explore to your heart's content. Eg. **WHEN** [these conditions are met - a clear room] **THEN** we'll go to the playground. There's an inbuilt assumption that the task [clear room] will get done, thus enabling the positive consequence [playground.] It's used to encourage behavioural change.

The TraffordHouse [Newsletter Article is HERE](#)

Or copy-paste into your browser <https://mailchi.mp/2d536c766605/traff-hse-27622-25ways>

IF this, THEN that!

Examples:

- IF [it is Saturday 9.30am] THEN I will take my rubbish to the tip
- IF [it is SUNDAY 4.30pm] THEN [I'll call xxxxx]
- IF [the frosts are over] THEN [I'll plant runner beans]
- IF [It is 6.00am] THEN [I'll meditate for 20 mins]

Below are some practice IF-THEN's for you. Once you're satisfied that it works for you, transfer the system to your diary or Get-It-Done lists.

For More **Stress-Less** Actionable Tips that can instantly help Reduce Your Stress Today visit www.TraffordHouse.net OR contact hello@traffordhouse.net

IF-THEN Practice Template

IF _____ THEN _____

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