

# Declutter your to-do list: 5 expert tips to save time



[www.jlpcoach.com](http://www.jlpcoach.com)

# I'm Juliet Landau-Pope

## Welcome

I'm a certified coach, professional organiser and productivity expert, with several years' experience of helping busy people - just like you - to simplify their lives and make time for what matters most. If you're feeling overwhelmed by too much to do - at home, at work or while studying, I'm here to help.



### Declutter your to-do list: a new approach to time management

Whether you write down all your aims and ambitions or carry them in your head, a never-ending to-do list is very stressful. And it often gives rise to procrastination because there are simply too many demands on your time, energy and attention.

So here are five top tips to help you review, rethink and reduce the stuff that's cluttering up your time.

I hope you find it useful! Do stay in touch and let me know how you make use of the lovely new space in your schedule.



"Productivity is about making choices,  
taking action and creating positive changes  
in any aspect of your life."

Juliet Landau-Pope  
in *What's Your Excuse for not Being More Productive?*

Tip #1



## Delete



Just as clutter can accumulate in a physical environment, it's often tempting to keep adding more and more items to a to-do list. But as the list grows longer, it becomes less and less manageable. It's bound to include some things that are no longer relevant or even necessary. In fact, the longer they've been lingering on the list, the more likely it is that you don't really need to do them.

So take a deep breathe, read through your list with a critical eye and ask yourself: what could I delete? And just like decluttering your wardrobe, you may be surprised at what you can let go.

Tip #2



# Delegate



Do you tend to assume that you're the only person who can tackle certain tasks? Or that no-one else could do them quite as well as you? But if you find it difficult to delegate, you're likely to end up with too much on your plate. The key to effective delegating is to ask yourself what you do that others really can't replicate. Then lighten your load by sharing responsibilities with others - and letting go of perfectionism.

Just like donating unworn items in your wardrobe, allowing others to take on certain tasks is incredibly liberating. So take stock, survey your support team and consider what you could outsource, either to paid professionals or to friends and family.

Tip #3

## Defer



Are there items in your home that you're holding onto because you fully intend to make use of them in the foreseeable future?

Similarly, there may be tasks on your to-do list that you're committed to completing but not just yet. Other plans and priorities take precedence right now but you do have a clear idea of when you'll be ready to tackle them.

The point to stress is that deciding to defer is not akin to procrastination. You're staying in charge of the process, making active choices and taking responsibility for the outcomes. It's actually quite liberating to admit that now is simply not the right time.

Tip #4



## Dream



Were you ever tempted to buy something that you can't use now but that 'one day, some day' you dream of wearing or utilising? Things that remind us of fantasies for the future represent a kind of 'aspirational clutter'. There's no harm keeping them if you have storage space and so long they don't invoke negative feelings.

Likewise, there may be things on your to-do list that reflect longer-term hopes and dreams, perhaps a little fuzzier or more fantastical than those that you defer to a specific date. Why not create a separate 'dare to dream' list that you'll consult when the time is right. Store them as a source of inspiration without cluttering up your current to-list.

Tip #5

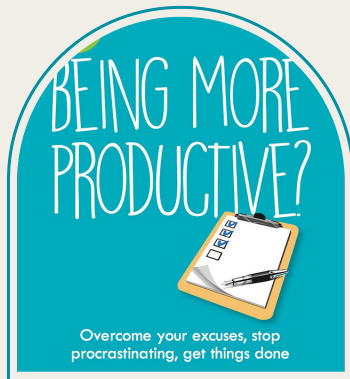
## Diarise



One of the benefits of decluttering personal belongings is learning to focus on what matters most. The same is true for tasks on your to-do list.

If there's something important that you want to prioritise, the best way to ensure that it gets done is to commit to a specific date (and possibly a time, too). Whether you use a paper planner or an online diary or app, make an appointment with yourself to make a start. This is the equivalent of putting a stake in the ground. You may not finish it in one hit but at least you'll take the first step.

## Next steps



For more tips on overcoming procrastination, check out my first book, *What's Your Excuse for not Being More Productive?*

It's available online at Waterstones, Blackwell's and Amazon. Or to support independent booksellers, order it from [Bookshop](#).



## Productivity Coaching

I offer 1-2-1 coaching by phone or via zoom to students, young adults and busy parents or professionals, especially those affected by ADHD or chronic disorganisation.. Get in touch to find out more and to book a free consultation. Confidentiality assured. Don't delay!

Contact me today at [juliet@jlpcoach.com](mailto:juliet@jlpcoach.com) or 078178 33319



## Talking about Time Management ....

I regularly speak to the media and at events in corporate or community settings about:

- overcoming procrastination & perfectionism
- managing distractions and improving focus
- time management and study skills

Please get in touch to discuss how I could contribute to your next event or media campaign.

# Thank you

In our fast-paced society, it's easy to feel overwhelmed by the roles and responsibilities that pile up and by the demands on our time, imposed by others and by ourselves. I hope you've found this guide useful and feel more motivated to review, reduce and regain control of your to-do list.

Do stay in touch and let me know how you get on. I'd love to hear about your successes and also about any other hacks that you've found effective. And if you encounter any other challenges relating to time management or organising, I'm here to help.

## Stay in touch

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