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Do. Delegate. Drop.

How to Manage Your To-Do List

Whirling too fast? The secret of the happy dervish is accurately spotting the mark. We asked life coaches Corrine Bucher and Amber Rosenberg for advice on managing the working mom’s mountain of to-do’s.

1. Make a master list of all your tasks.

2. Take a clean sheet of paper and make three columns: Do, Delegate, Drop.

3. Put each item in a column. Don’t confuse hard choices with no choices. Remember, this is about feeling happier.

4. Set yourself up to be accountable: Enroll a supporter and share your list.

Now, turn into the spin.

Still swamped? To sign up for this month’s teleconference workshop with Bucher and Rosenberg, go to workingmotherscoach.com.