

A FULL LIST / EXPLANATION & EXAMPLE

When your to-do list feels overwhelming

When everything feels important, choosing can be hard. Use this page to sort a few tasks and choose one next action.

Sort a few tasks, then choose one action

Start with up to three tasks. Check deadlines and consequences before deciding what needs attention. If a requirement is unclear, asking about it can be your next action.

EXAMPLE / A BILL, A PRESENTATION AND CLEANING**Needs attention now**

The bill is due today. Check the amount and arrange payment.

Can wait

Cleaning the shelves can wait until the weekend.

Needs clarification or help

The presentation deadline is unclear. Ask when the outline is needed.

The next thing I will do is...

Open the bill and check the amount.

This is a decision, not a promise to finish everything.

Keep urgent needs in view. If several tasks cannot safely wait, ask for help or clarify priorities rather than trying to fit everything in.

Further reading: NHS England - prioritising tasks and sharing workload

A FULL LIST / YOUR TURN

Make room for one next action

Think of up to three tasks. Put each in the box that fits today. A box can stay empty. Use the example on page 1 if you get stuck.

Needs attention now

What needs attention today, and why?

Can wait

What can safely wait, and until when?

Needs clarification or help

What do you need to find out, or ask someone to help with?

The next thing I will do is...

Choose one specific action from your answers above.

Type and save a copy, or print and write by hand. Short answers are enough.