



How to get it all done?!?

To-do lists, productivity and priorities
for educators trying to do it all

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First Literacy
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Session 2

First Literacy Professional Development Workshop

Review & Agenda

- To-Do List Assessment
 - What's up with procrastination?
 - Prioritizing “hearts” and high impact tasks
 - Your most productive times/settings
 - Stars: Doing this now will make my life easier in the future
 - To-Do Strategies
-
- Required tasks and productivity hacks
 - Procrastination and the things that never get done
 - Not doing it all, mindfully
 - Closing

Priorities



HEART

Do you love to do it? Does it bring *you* joy?



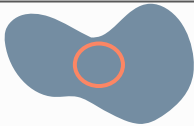
STAR

Does it make a big difference? (for your students, for colleagues etc.)



DIAMOND

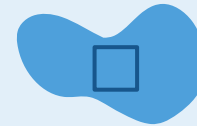
Doing this now will save time/hassle/work in the future



CIRCLE

None of the above

Questioning and/or
Boundaries



SQUARE

It's a requirement.

Productivity



Dealing with Required Tasks

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Squares

It's a requirement.

Who is requiring it?

No, really, who?

Look at the squares on your list and write the name of the person or group that requires it of you.

(Note: That person might be you)



Squares

It's a requirement.

If it's you: Why?

- Habit, inertia
- Perfectionism
- Producticrastination



Producticrastination:

“Productive” procrastination: Doing something that maybe-sorta-feels productive, while procrastinating on the thing that really needs to get done

Squares

It's a requirement.

If **YOU** are the one requiring it, **why?**

- Habit, inertia
- Perfectionism
- Producticrastination



Then, can you stop or reduce?

- Actually, it's a heart/star/diamond.

Great, reframe so you bring better energy.



Squares

It's a requirement.

If it's NOT you:

- Is it really a requirement?
(maybe, or maybe it's a 'would be nice if...')
- Can you have a conversation about changing the requirement?
(we'll come back to these conversations)



Squares □

It's a requirement.

(And maybe stars that are mostly important to other people)

It's a square and only a square:

Goal: Get it done efficiently, so you
can move on to things that matter



Squares

It's a requirement.

(And maybe stars that are mostly important to other people)

Productivity Hacks: Refresh

- Not multitasking
- Diamonds: Do it now to make future tasks easier
- Stars: Do the things with impact
- Maximizing the times/contexts that work for you

Squares

It's a requirement.

(And maybe stars that are mostly important to other people)

Productivity Hacks: Mental Load

- Batching
- Checklists
- "2 minute rule"

(Resource: [The Checklist Manifesto](#))

*Reducing mental "drag":
energy we spend starting,
deciding, switching,
remembering etc.*




Squares

It's a requirement.

(And maybe stars that are mostly important to other people)

Productivity Hacks: Smarter not Harder

- Decide on your MVP: Minimum Viable Product
- Set a process or time limit
- Not-reinventing the wheel (templates or reuse)



The task that never gets done



HEART

Do you love to do it? Does it bring *you* joy?



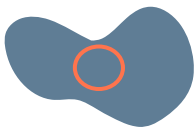
STAR

Does it make a big difference?
(for your students, for colleagues etc.)



DIAMOND

Doing this now will save time/hassle/work in the future



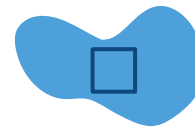
CIRCLE

None of the above



TRIANGLE

It's been on there forever / I just can't seem to get it done



SQUARE

It's a requirement.

That task you just can't seem to check off..

If it's hard to **start** it might be ...

- ❑ Inertia
- ❑ Lack of urgency
- ❑ Overwhelm or lack of clarity
- ❑ I just don't want to *(that's real)*
- ❑ Not actually a priority *(and, that's not necessarily a problem)*

That task you just can't seem to check off..

If it's hard to **finish** it might be ...

- Perfectionism
- Distractions / divided attention
- Discouragement
- Unclear goal posts
- (Or, again, maybe not actually a priority)


That task you just can't seem to check off..

It might help to ...

- Do a VERY SMALL part, build momentum*
- Set a timer (I'll do X minutes ...)*
- Break it into stages or sections*
- Set or request a deadline*
- Ask for clarity*
- Set a time with a friend/colleague*
- Define 'good enough'*
- Block out a specific time*

That task you just can't seem to check off..

It might help to ...

- 
- Tactics
- Do a *VERY SMALL* part, build momentum
 - Set a timer (I'll do X minutes ...)
 - Break it into stages or sections
 - Set or request a deadline
 - Ask for clarity
 - Set a time with a friend/colleague
 - Define 'good enough'
 - Block out a specific time
 - Power hour

It quite likely helps to ...

Identify the problem

(Source:Gretchen Rubin)



Strategy

A large, irregular teal shape with a soft, organic edge, centered on the page. It contains the text 'On Not Doing it All' in white. The background features a light gray dashed grid and several colorful, wavy lines in blue, brown, and red that flow across the top and bottom of the page.

On Not Doing it All

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Deciding Mindfully

- ❑ Self imposed requirements
 - ❑ Circles (zombie tasks)
- } *(Relatively) low hanging fruit*
- ❑ (De) Prioritizing
 - ❑ Conversations about expectations

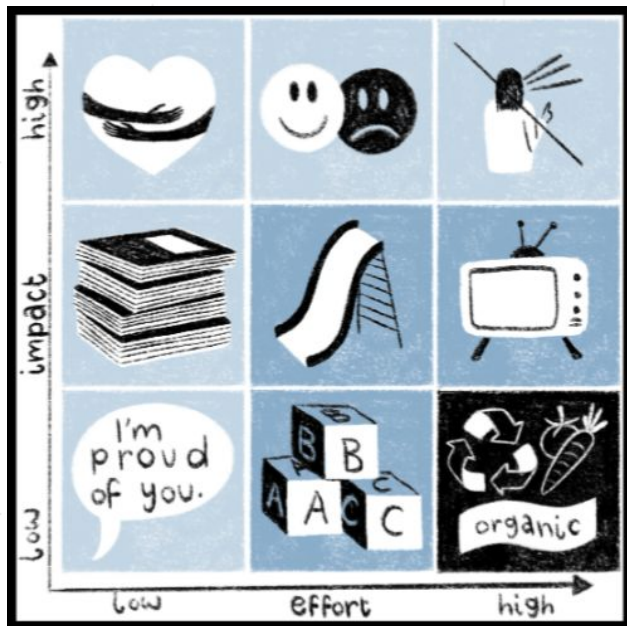


De- prioritizing

We (I?) tend to think of prioritizing as identifying what's at the top.

It may be useful to have a hard but realistic conversation with yourself or others about what is just *not* a priority right now

One Model ...



*High Effort x Low Impact =
First things to go*



A productive frame, for a conversation about workload

“I want to do my best work for the team/my students/whoever.

I have x, y, and z on my list. That would take me ___ hours to do, but I only have ___ hours.

Can you help me prioritize? “

Sentence stems for solution finding

"I want to do my best work for the team/my students/whoever.

I think ___ and ___ (values or priorities) are important because ____

I wonder if we could simplify /combine/reduce/stop ___ so that we can focus more on ____.

Example I want to do my best teaching for my students. I think trauma informed instruction is important because so many of our students have struggles that we don't know about. I wonder if we could simplify our written lesson plans, so we can focus more on classroom culture.

Acknowledgement

This is hard for many people.

It may be particularly hard for people who have been marginalized in various ways or who have less power in a situation.

This doesn't mean we can't do it anyways, but we might weigh the decision differently depending on our circumstances.

Paired Practice

Think of an example from your own context where you might want to reduce/simplify a task.

Use the sentence stems or your own words to address your partner as if they were the decision maker, as you

Speak in the first person, in real time (Don't say "I would say blah, blah, blah...", actually try out saying "blah, blah, blah")

Reflection

Consider a task that you're not getting done, that's important for you to get done. What could move it forward?

What tasks might you mindfully not do? What would that look like?

Reactions and Reflections

What do you notice?

What do you feel?

What do you think?

Productivity Hack: Accountability Helps

What's one concrete action you could take in the next week?

If you would benefit from **an encouraging nudge or other follow up** from me, please request follow up:

<https://forms.gle/AXzrxdWZo736yJyN9>

Thanks & Stay in Touch

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