

Working Remotely: Tip of the Week

July 27, 2020

What's the Very Next Thing?

We all make to-do lists and when we cross an item off the list, we feel happy. However, there are some items that seem to never get crossed: they linger on the bottom of the list for a long time of weeks, months, or years. Why?

Most often, those items on the bottom of the list are not “one-and-done” tasks like taking out the trash or submitting your timesheet. Instead, they have multiple tasks and can be considered a project. For example, making your will or creating a reference manual for front office staff. They seem overwhelming or a lot of work so we put them off and do something tangible we can cross off our lists. If you view them as a project, you can then make a list of every task you need to do to complete the larger item. Using the example of creating a reference manual, you may need to make a list of the contents you want to include, ask your colleagues for feedback, identify the experts for each item and ask them to draft that content, edit the compiled work for consistent formatting, determine who will check for current updates and how often, and print copies (and don't forget to order binders for the printed version!). Or, you may decide to post it on a shared drive. It is no wonder creating a reference manual stays on the list for a long time!

When you have a daunting item, divide it into tasks and then pick the one item you can do today. What is the very next thing you can do? “A journey of 1,000 miles begins with a single step.” And now, this Tip of the Week task is done! If you enjoyed this tip, you may want to enroll in “Getting Things Done” in MC Learns.

For more Tips on working remotely, please visit [Working Remotely website](#), and watch for the next tip on Monday, August 10.

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