

## The Limitless Experience Podcast

### How to deal with never ending to-do lists

Transcript:

Suzy ([00:02](#)):

I don't feel bad about myself and I've got the all done. So my invitation for you is to stop stressing about your massive to-do list. It's not necessary for you to have to get through 20 action items in a day.

([00:25](#)):

Welcome to the limitless life experience podcast with me, your host, Suzy Ashworth. I'm a mum of three seven figure serial entrepreneur, hay house author, international keynote speaker, quantum transformation and embodiment coach and believer in miracles. My superpower is helping conscious leaders. Like you create six figure breakthroughs in your business fast so that you can expand into limitless living and being part of the tidal wave of positive impact that we want to create around the world. In this space. You'll hear me talk all about wealth, yourself, spirit and impact. This is the limitless life experience. Hello? Hello. Hello. You gorgeous human being. It is Suzy Ashworth here, and you are listening to the limitless life experience podcast.

([01:23](#)):

I don't know what I sounded very English when I sang that then very English and very proper. How the devil are you? How are you doing this fine day or evening? Whatever time you are listening to this, I hope that you are really well. I am feeling some vibes, not all of the vibes, but definitely some vibes. It's early. I'm doing an early recording session because I will was a little bit slack yesterday. Actually, I'm gonna take that back. I wasn't slack. I just had a lot of things to do. And when I had a little bit of a break, I wanted to take the break and that's okay. And in fact, this is what I want to talk to you about the way that we interpret procrastination and probably more than the way that we interpret procrastination, but the way that we engage with our to-do lists, one of the things that has come up very frequently for me over the last few weeks with clients in my Voxer is the theme around.

[\(02:27\)](#):

I'm not getting done. I'm not getting everything done. I'm not getting all of the things done. Like I have this huge to-do list and I'm not getting through it. And a very long time ago, somebody shared with me a way of interacting with my to-do list. That honestly means that I very rarely feel stressed about all of the things that I've got to do or more importantly, all of the things I haven't done. So I'm gonna share with you what I've been sharing with my clients who have been in this state of overwhelmed for a little while and believe it or not, if you are on my team, you are definitely going to believe this, but I have a long Asana list that I very rarely get through. Oh my goodness. Shock horror. Yes. I have an inverted commas to-do list where I very rarely get through the things that I have to do.

[\(03:29\)](#):

And that's not really the interesting bit, to be honest. The interesting bit is that I never feel bad about it. I never feel guilty about it. I never make up stories about the fact that I am not gonna get through my to-do list. And this is what is so interesting to me, the number of people who make up really crazy stories about their lack of productivity and how they believe that it is going to break their business. It's not, it's safe to have a to-do list where you have loads of things that you don't get through every day. Most of the things that you think are really, really important to the growth of your business, just aren't they, they just really aren't. So if I don't get through my Asana list, what am I doing? I have priorities. So I know what are the no more than three things that I am committing to on a daily basis.

[\(04:31\)](#):

And on a day like yesterday, where I ended up having five calls, which is a lot, to be honest for me on a, I really just didn't have the inclination to record my podcast. And rather than that, they were the priorities. Like the calls were the priorities. I had an interview, I had a one-to-one session with one of my mentors, and then I had three client calls. So they were the priorities of the day, like when you're doing five calls in a day, you feel tired. So when I have my break in the middle of the day, rather than cramming it

in with something extra, so I could feel productive, I just made the decision that I was going to actually, what I did was revenue generating activities and connected with clients in the DM potential clients in the DMS about some of my offers that I've got available.

[\(05:26\)](#):

That felt way more in alignment than getting on the mic. And it's okay. So it means that I finished the day, not only with a long to-do list, but I also didn't get the podcast done. So if I didn't get it done yesterday, what do I do the following day? I commit to getting up early and recording at least two, many episodes and all of a sudden I'm exactly where I need to be. My business hasn't broken. I don't feel bad about myself and I've got the shizzle all done. So my invitation for you is to stop stressing about your massive to-do list. It's not necessary for you to have to get through 20 action items in a day. It's not necessary for you to through 10 action items in a day. And you certainly shouldn't feel that you need to get through 10 items in a day to feel good about yourself.

[\(06:26\)](#):

I would love for you to just pick your priorities. What are the two maximums, three things that I get to get done and commit to getting those things done. And you get to give yourself a gold star, cause no one else is gonna give it to you. If you ensure that one of those activities is revenue generating IE, creating content, audience, building, actually asking for the sale. And if you are consistent with your priorities, including your revenue generating activity, and ideally, you know, two of them are revenue generating activities. It depends where you are in your business. To be honest on the number of revenue generating activities that you personally need to be doing. I have a system in place and a team and structures, which means that even when I am not physically doing it myself, there's stuff going on in the background all of the time.

[\(07:28\)](#):

So it gets to shift and change depending on where you are in the journey. And that piece is important from a practical perspective. But the biggest thing that I want you to take from this is most people are using their inverted commas lack of productivity as a reason to beat themselves over the head, call themselves unworthy business owners, and think that that's the reason that they're not getting the results that they desire. And I just really wanna flip that on its head. When you are feeling bad about yourself, for not getting all of the stuff done, what tends to happen is you feel less enthusiastic about doing anything in your business. And as you feel less enthusiastic stick, you feel less motivated. And when you feel less motivated, you are less likely to get stuff done. And the stuff that you do get done, the energy in which you're doing it mm is a bit, eh, is a bit meh is a bit not really setting yourself up to get the kind of results that you actually do desire from doing the work.

[\(08:41\)](#):

So I want to just challenge you, if you are feeling the overwhelm of not getting through all of the things is to just for, let's say five days, one working week, look at your list on a Sunday and just decide what are the three things are going to make the biggest difference. And the three things that are always going to make the biggest difference are sales activities, audience building, and content creation, for most people, depending on your stage of business, if you are at the half, a million and above then, uh, strategic and team building, um, and team development activities might be on your list, but for half a million and less those revenue generating activities for sure are going to be the most important things. So I want you to set yourself the challenge of just having these three priorities and feeling really, really great choosing to know that if you did nothing else, you've done three things that are going to make a difference to the momentum and growth of your business.

[\(09:54\)](#):

And anything else on top gets to be a bonus. I want you to challenge yourself to do that for a week and see what happens, really assess. Did I break my business? You know, have I got like, do I feel like my business

needs to go to A&E have I got broken limbs? Are we needing to resuscitate things here because everything has died because I've not got through 20 things every single day. And I think that you are going to be pleasantly surprised by the result. And I would love, love, love to hear how you get on with really binning the to-do list and focusing on your priorities alright my loves. Thank you so much for joining me today. Have an incredible rest of your day afternoon, evening. And please remember that if you found this interesting, I love it when you share with me on Instagram. So hit me up or with a tag, share it with a friend.

Faith + Action = Miracles