

The Done List

CURIOUS

Catalysts

Caitlin McDonald



the

DONE

list



We all know what it feels like to get stuck. Perhaps we have a "be perfect" working style which means we can't let go of a project, or even start it, unless we know it's going to come out exactly right. Perhaps the context keeps changing so rapidly we can't keep up, the project is spiralling out of control, and we just don't know what to do anymore. Perhaps we thought a project was about one thing and now it turns out it to be about something else entirely--and we're stuck. Whatever it is, we've all been there.

Being stuck doesn't just impact what we're doing but also how we see ourselves: if I can't even manage to get the laundry done before I run out of socks, how will I ever finish that job application, or write that novel? I must just be bad at doing things. The 'stuck spiral' is insidious, making us lose touch with our full capabilities. We forget all the times that we were successful in our efforts, overcame things, triumphed, made things happen. The times when we were our fullest selves, setting our mind to something and achieving it. And the longer we leave it, the harder it can feel to get unstuck: the mountain just gets bigger; the goal seems farther away. This is where the 'done list' comes in.

Your 'done list' can show you how much you ARE achieving each day, no matter how small. Looking at your done list reminds you just how much you're accomplishing, even when it feels like there's nothing happening. I've made space for your 'done list' on the next page - but feel free to do it on a to-do app on your phone!

the **DONE** list

Write down everything on your to-do list - and I mean everything. Showering? On the list. Commuting? It goes in. Remembering your packed lunch? Put it down.

As you go about your day, tick each thing off. If something comes up that wasn't on the list, add it as you go - and tick it off!

Every evening, find a moment to review your list. Add anything that you did which isn't on there already (yes, including reviewing the list.)

A large, empty, light beige rectangular box with rounded corners, occupying the lower half of the page. It is intended for the user to write their to-do list.



FINIS.

Take a moment to bask in your inner might - look how much you're doing each day!

Is looking at the list making you feel overwhelmed? That's a good sign it's time to put on the brakes: what did you do today that you weren't intending to? What could you take out tomorrow?

What unexpected wins did you have? How much have you been achieving without even realising it?

Great work! Keep up the momentum.



CURIOUS

Catalysts



Curious catalysts accelerate the process of identifying where we want to go and how to get there.

These are shaped through my coaching work with clients and by powerful insights from leading lights in the field which I've found useful in my own self-development.

Want more? Reach out to me at the website below.

curiosity and empathy for a world in flux

caitlinmcdonald.com

