

## **Dealing with lack of motivation and backlog**

Overwhelm seems to be the topic of the moment, interestingly enough, my blog was already out and this article on the way to being published.

What do you do when your "to do" list gets too long, you are overwhelmed and are getting to the point where you actually do nothing as you can hardly work out where to get started again?

Pull out your to-do list. You should all be working with one, if not, sit down and write down all the things you need to do.

Now, we're going to throw most of it away!! No, if only... We will split it up, break it down and really dissect what is necessary and what can go on the backburner, or isn't instrumental in your core business.

Much of your list can be put aside to be your new list, you will be surprised at what can even be removed altogether. Don't chastise yourself for being behind. Just consider yourself as starting now – today.

### **Find Yourself some Extra Time**

How can you free up some extra time? You will need to do some catch up (accounts, correspondence, writing etc.)

Is there a tv show you can miss, or tape and view later as a reward to yourself? Can someone else swap and do the children's after school activity drop-off and pick-up to give you an extra hour or so? Can you get someone else to do some of your household chores i.e. cleaning, ironing etc. Can you make tonight's dinner takeaway? Be creative and don't be above having your children help out if they are old enough.

### **Free Yourself of Distractions**

Try and take the children out of the picture for a little while. Get them babysat, let them go to a relative or play with friends. The less disturbance the better. If this is not possible, get something they really love to occupy them. Use bribery and corruption if needs be – icecream a treat and their favourite movie perhaps.

Pop the phone onto answering machine and your "Do not Disturb" sign on the door.

Be sure you've had something to eat and drink before you get down to it. Sounds silly, I know but I do it all the time. Run around getting everyone else organised, and set myself up to work, then 20 minutes in, my concentration wanders because I fed everyone except myself.

## **Baby Steps**

Remember the Chinese Proverb: A journey of a thousand miles begins with one step.

Pull out your To-Do List.

How long / how much time do you have available to work right now and over the next few days?

1. What absolutely, positively should have been done – yesterday?  
You may select only 1 or 2 items.

Now put the remaining list of other things away and forget about it.

- A Take that #1 task. What does it involve? Split it up into steps that are simple and attainable. Is there anything you can do that can be reused in a different part of the task? Is there anything you can use or obtain that can make it quicker or easier? Fill the sections of this task into your immediate time schedule.
- B Do not attempt any other tasks until you have completed each step and then the complete task. When it is complete and only then, move on to your #2 task.

As you start to see the items being crossed off, you will find yourself start to roll. You will feel the creativity start to come back in and your sense of accomplishment will spur you on. You will find the momentum returns and your motivation will lift. You just have to take those first few steps.

- C Reward yourself. Take a break. Give yourself something to mark your achievement – no it's not childish, you'd motivate or thank your staff in a traditional workplace, you need to treat yourself with the same respect and show gratitude.

I don't know if you are aware, but I am a huge advocate for Jack Canfield and "The Success Principles". Obviously, I have done much research over time and tried and tested many methods, but his teachings resonate deep within me and are ingrained in my methods of teaching.

If you have not read his book, I strongly recommend obtaining a copy, even if you just borrow it from the library to have a look. Chapter 28 is ideal if you are struggling with too much on your to-do list. It is a fantastic resource.

### **Conclusion:**

We all fall folly to getting behind for various reasons. Even if you can get enough oomph to just get started again, look at that vision board and take two urgent tasks off that "to do" list, once you get to work, your motivation will start to return. If you are still struggling – get some help.

If you found this helpful, or would like to learn about these topics in more depth, please visit my website [www.workathomeandparent.com](http://www.workathomeandparent.com) or feel free to contact me for more information. Take advantage of a free 20 minute consult.

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