



Make a not-to-do list

You've probably heard about the power of saying no and the importance of setting healthy boundaries in your personal life and at work. A well-intentioned to-do list can be a great way to get organized and manage stress. But have you ever thought of creating a not-to-do list?

Making your own not-to-do list can help you identify what drains your mind, body and spirit. Here's a worksheet to get you started.

Fill in each of the boxes with things, activities and/or people that frequently:

Do not make me feel seen, supported, heard or safe:

Make me feel overwhelmed, agitated, anxious and/or stressed out:

Make me feel undervalued:

Make me feel obligated:

Waste my time, drain my energy or I simply do not enjoy:

Put me in a bad mood:

Cost too much time and/or money:

Now, reread your list on the reverse page. Circle five things you can choose not to do anymore. Write them below.

I am not going to:

1	_____
2	_____
3	_____
4	_____
5	_____

Next, use those five statements and give yourself an affirmation as to what you can or will do instead and why.

Instead, I will:

1	_____
2	_____
3	_____
4	_____
5	_____

For example:

I am not going to spend time with _____.
It's OK to turn down an invitation.

I am not going to agree to travel home for the holidays next year. It's too expensive and stressful.

Instead, I will use that time to exercise, which makes me feel good and is good for me.

Instead, I will arrange another time to visit my parents, such as after the holiday rush when tickets are cheaper.

Sources:

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