

## The Importance of lists

### Do you create lists? And how do you use them.

You can generally divide people into two differing groups – those who use lists for action, and those who use lists as reminders of all the things they have to do someday.

The people in the first category will want to use their list avidly, and will even write things on the list they have done, just so they can cross them off.

The people in the second category tend to just jump in ahead and do things, without giving much thought to priority. They like the spur of getting things done under pressure, so tasks do get done, but often at the last minute.

In the workplace most bosses are happiest when you have a list as they can see what you have done, and what is left to do. They can often get a bit twitchy if you carry too much information around in your head.

Our goals – from going on holiday, writing an essay or planning a party will all consist of a number of different items and writing them all down helps you to prioritise them. It also makes a task more manageable you can see quite easily what it is you need to do and this can help to reduce your stress levels.

### How to do it

Write down everything you need to do (or type it as it will save time later). If it is a large task you may want to break it down. Once you have done this give each a priority rating – from A for very important to D for not very important. If you have put too many items into the A category you may want to divide this into A1 and A2 (or just move some to the B pile). You can now reorder the list into priority order. This means you can now tackle things in order of importance.

### How to use lists

Some tasks can easily be done on a day basis; others may take a lot longer so it can be useful to have both a longer term list and what you intend to do over the next day or week.

Imagine how you will feel when you are clear for the day – so go on, use your list!

### Other uses of lists

Thinking of a new career? Then why not make a list of all the things you are good at – the skills you have learnt, the knowledge you have, the situations you have dealt with. These could be useful when considering a future job move. You can also use a list to make a not of everything you don't like in your job, so you know what to avoid for next time.

Brought to you by Denise Taylor, Chartered Occupational Psychologist and Director of Amazing People. Denise is a careers expert who specialises in helping individuals achieve career satisfaction and to take a systematic approach to job search.

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**What clients say: "I have been recommending you to lots of people, I wish I had taken this step a long time ago."**

**Fiona O'Connor**

The benefit of creating a list is that you can prioritise – it is so easy to concentrate on the easy stuff and forget about what's important.

Imagine how you will feel when you are clear for the day – so go on, use your list!

