

How to Break up with your Needy AF to do list

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SPEAKERS

Patty Woods

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Hey, hey there, it's Patty woods from Lux UX VIP. And I know it turns on King, smoker. Sorry to disappoint. I didn't bring it today. But I am here to share with you how to break up with your neediest fuck to do list and finally decide what tasks to delegate. So you can actually do the shit you love for your business instead. So if you're on board for that, let's get at it. All right. All right. All right. So a little bit about me, so that you can feel comfortable taking how to dipshit advice, right? I am a luxury business operations architect and OBM to some internet famous people that you may know. And if you can catch me at my desk, I help six and seven figure solopreneurs coaches and creatives to crack bang on back end business solutions. I'm not talking about the kind that are like holy shit. How do I work that I'm talking about simple ones that are custom crafted to suit their shiny object seeking organization phobic and tech terrified brains. You know why? Because I used to be that person. So I had to create what worked for me. And what's really important for you to understand, and I want you to know, like deep down in your bones is that luxury, can actually be simple and simple is exactly how I help my clients learn to go from overwhelmed perfection, loving people pleasing burnout to feeling prosperous and full of pleasure when delivering they're missing missions for their businesses, right. It's exactly why I created this training. Because when you know how to do what it is that you love and delegate what it is that you hate, success just gets to feel simple. Plus, as I said, my brain desperately needed simple to do. And if you're willing to jump on the simple bandwagon with me, you probably experienced some of the amazing side effects like breaking up with burnout that's caused by tasks not in your genius zone. They're mundane in your timeline to him, but not because you love them. You'll be able to create better boundaries around your time. Read that as making more money and creating solutions and connecting with the people that you serve. Instead, you'll be able to finally let go drop that perfectionist freak flag that's keeping you bottleneck without needing a whole 12 step process. And you'll finally make it easier to know what to hire out and the skills that your new helper might need when ever you feel ready to hire. And I'm gonna let you anonymous seeker right here. No matter how distracted did this you feel right now I promise you this you can train your brain to let go of tasky shit that you hate

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I'm living proof that this process works incredibly well. Even if you identify as a neurodivergent ADHD here distractible also me for an F ADHD or for life and what does ADHD mean? After all, let's just

here distractible also me for an E ADHD or for life and what does ADHD mean? After all, let's just concise it for right now to say it's ADHD of the entrepreneurial type talk about that more later on. So here comes Are you ready? It's a three step simple process that every overtaxed overthinking perfectionist seeking people pleasing burn out business owner who wants to get off the task merry go round needs to know. You ready for it? There we go. Step one, dump it out of your brain and onto actual paper and yes, I have included a handy dandy worksheet for you to do that. Step number to judge at this is the rank and soar portion like treasure donate piles when you declutter your closet. And yes, I do have pages in the workbook here for you that for that purpose as well. And finally, step three, which is digit, whether you're shipping it out, like yesterday, you're pretty damn soon or you need to shuckin it all together. You'll put it all on this shit drives me effing nuts list and swipe left forget on it. Yep, I included pages for that in the workbook, too. Wouldn't you know? The funny thing is, though, everybody tells you that in order to let shit go, you've got to Get it out because the problem is they don't actually explain how to do that. Sometimes it's a challenge, especially if you suffer the ADHD brain that I say stuff. But I said that tongue in cheek, because it's hospital blessing. As for step three, right? Everyone tells you, you have to let it go. And you've got to remember, step one is dump it right? But do they actually explain how to do it in a way that works for your brain works for you? I'm sure you've heard people say, just write it to do list and then that gets to be four or five pages long? Or dump your brain out? What does it mean? What does it mean, there's so many different ways that people tell you to get into doing mode, but to purge everything out of your head, so that you can process and decide what to do with it. You need to do a brain dump. And instead of trying to make you guess, on how to do that, I'll give you something very simple and try out a process to see if it works for you. Because honestly, if you have to sit there and try to figure it out, you're not going to use a process or a system in order to get shut out of your head in the first place. And off of your media's fuck to do list on right. I mean, if you're already on the do too much struggle bus. How's the new thing gonna go for you? How do you stop to doing yourself to infinity? And actually get off that list? Exactly. Let's talk about it. You're ready for some tough love. Because here comes the truth is you have got to make a tiny commitment to get dirty in the doing. You just have to. Okay, anyway, for me a brain dump is the best place to get dirty. It's my preferred playground. Because it can write to do lists all day long. Like I said before, it'll take up multiple pages, if I let my brain loose to just write a to do list. And if I do that, it gets to be really discouraging for me, and especially for you too, I'm sure. Because, you know, in one day, I'm not going to get 12 pages of stuff done. I mean, it's just not possible. There's always, always something to add. I don't want to be discouraged. I'm sure you don't either. And that's why you're here listening to me. Even though I consciously know that I don't need to do it all if I put it on the to do list and I write it down. I totally feel responsible for all of it. And you probably feel the same way. Especially if you've been brought up to believe that ticking off checkmarks on your to do list makes you productive. You're getting stuff done right? Are you getting the right stuff done? Let's keep going. We'll figure it out. So for me, like I said, What makes a brain dump so magical is it allows my distractible brain to go down as many rabbit holes as it wants. Put it all out on paper. With a timer as my constraint, I don't have to sit there and stored up in the steel trap of a brain of mine, it gets to go to paper for safekeeping. As long as they keep the paper in like a handy dandy notebook or a workbook so that I don't lose it. That's the proviso there. When you have ADHD, or ADHD, your brain, it just needs to be free to process and itself not to be the storage vault, I promise you. You don't have to feel responsible for holding on to anything else up there. You're already having enough trouble translating to others what you need, so that you can ask for that help. Why would you want to keep anything more up there? When you use a brain dump with a timer constraint and a piece of paper and a pen, right? It makes seeing the help that you need and your patterns visible to you so that you have the awareness to know what it is that you need to let the fuck up. All right. So that's kind of the beauty of wide brain dump is great for ADHD or distractible brains, because it does allow you to explore all the things and let go all the things with the safety of the paper to catch on. You won't forget them. Okay, as long as you don't lose favor. But it also allows that paper to be kind of your Spyglass to say oh shit, here's the stuff and keep doing that I hate and I just

don't want to do it. And it stays up on my brain and then it never gets done because I freaking can't stand it. That's the beauty of a brain now. The other thing about the ADHD for me is that brain of mine, right is, is I have a million pieces of a puzzle so that I see that go into making a milestone or goal happen. Probably you do, too, you probably do without even realizing it. And it's what makes me great at fractional ops and OBM duties. But it's also a curse. It's a curse in a way. If I purge it into a to do list, that's when it becomes a curse, but it's just too much, it's just overwhelming. So if you use a brain dump with a timer as a constraint, I promise you, it will feel much better promise. But like I alluded to, in the last slide, if you choose the brain dump over the massive never ending to do list, you may end up with the same number of pages that you fill out, okay, I'm not gonna say it's gonna get any shorter. But in that brain dump, you're giving your brain a break, an opportunity to say, Oh, my God, this is everything that's in my brain right now. It just needs to get out of here so that we can see a sorted inside what the hell that I can get rid of let go of entirely or delegate to somebody different because I can't stand doing them. But it's important. It just quells the burnout, it squashes the overwhelm. It makes it easier, especially if you're a visual person to be able to say my God, no wonder I feel like I'm always on this never ending cycle of doing doing doing. Okay. It also helps to have someone you trust, keep you accountable to building the habit of regular Braindumps. Kind of like Bobby doubling for ADHD, if you've ever heard that, when you're doing tasks that feel tougher and exciting. Because the first few times you do it, it might feel a little tough, and definitely not exciting. But if you want a way to visualize your task, the blind spots, so you need us to do this can shut the hell up and leave you alone to do what it is you want to do instead. Let's get at it and dive into the three steps right now. Step one, dump it here company ready. Here's a dumping ground rules just to save your sanity. First and foremost, make it a small window, say 10 minutes per session. Depending on the complexity of your business. It may take you only 10 minutes. Not likely, but it could. But if you're feeling bold and want to tackle it all at once, I mean my brain does that sometimes I am ADHD, okay, it's like all or nothing move. Then just make sure you set your Do Not Disturb for as long as it takes for your milling an idea, a minute brain to tire your hand up. Are you out of favor, or you get to the end of all the all that you need to do. But say you started the all or nothing. And you realize you need to break it up. It's totally fine. Do it. Do whatever works for you. Just start with 10 minutes at the beginning of the day. Before any other distractions before email before checking socials, whatever it is that is in your morning routine at work when you get to your desk. Okay, and then, at the end of your day, you can do another 10 minutes and project you can break this up as long as it takes, I just want it all out of here and onto your paper. Okay? An added benefit though, if you do the beginning of the day, end of the day, it helps you to drain your brain, it might actually help you to sleep a little easier. You'll maybe recall some things that you didn't think of first thing in the morning because you did them during the day and you can add them add them at night. They can let them go so that your brain can actually shut off and go to sleep. Okay, okay. Here are three quick and easy tips for doing a brain dump effectively. First, turn off your alerts on your computer, set your DND or work focus on your phone if you have that capability. Second, use a notebook and a pen that feels comfortable in your hand. In this case, if you want to use the workbook that I included, absolutely print it out, use it now. I did include also an interactive digitally interactive workbook. Not that I'm saying you should use it that way. There's something to be said for the brain to hand to paper recall. And I promise you it is a better choice no matter how digital you are these days to have this analog, but I'm gonna let you do what works best for you. So I've included both. Alright, anyway, step or Tip three is set that timer and go to town. And bonus if it's physical timer outside of your computer outside of your phone so that you're not distracted picking up your phone and doing something that's way more entertaining or exciting for your distractible brain. All right. Just be sure to write it all out. Every single thing you can think of that keeps your business humming, write it down. All right. So if you create He is curious at all what kinds of things should be on the list. Some ideas that might spark that brain hand connection include admin and office management. Tech built in automations, defining workflows and SOPs, continuing ed, market research, offer creation, sales, customer support, marketing, content creation and lead gen. coaching or mastermind participation

and fulfillment of services for flight sponsors and even your JV partners. One other important thing, don't edit yourself, don't give it too much thought. Just let it flow out of you like it should be first draft sales pitch copy, I promise we'll circle back clean it up in the next step. And another pro tip, if you're highly distracted by noise, me, me me when you try to focus on TASKI stuff. Try playing your favorite music. Some background white noise. Even brown noise is really good, supposedly for ADHD and focus, or binaural beats just enough to give you some good, keep going GG. Now a word of advice. If you're playing your favorite music, and it's a little too loud, you'll start maybe finding yourself singing along the lyrics want to get up and jam and dance. That's cool. Go for the white noise brown nose by beats. All right. You ready? Look at click your mouse push pause, open your workbook complete Part One business brain dump, asking you please print it out. Grab a pen this comfortable your hand right way. Now, pause this video, I promise I'll be back here waiting for you when you get done. Even if you have to break it up into two or three multiple steps. Just remember, mark your video. Come back. I'll be here

16:57

all right. All right. All right, you back satisfied that your list is pretty damn complete now. Great. Let's move on and tackle step two.

17:15

I hereby give you permission and letting you know in this moment that it is okay to be judgy. In fact, it's necessary. So here's the portion where you're going to sort and rank your business to dues by five super important criteria. So you can either let them go, or keep adding them yourself. And it's arguably the most challenging for neurodivergent brains this step. So what I did here is I broke it down into three smaller steps to make it as easy as I possibly could. Action Step one, the transfer. So you're going to transfer all the things that you put in part one of your workbook into part two of your workbook. So it goes from the big brain dump list onto the pages labeled TASKI shitshow. Okay. Action Step two, the deliberation. Okay, so anything that makes this list gets a grade, and each of the five columns, the five important criteria I told you about, right? How do I feel about it? How well do I do it? frequently? Do I do it? How long does it take me to do it? And what type of task is? So you'll see opposite here? Each of those questions, how do I feel about it? If you love it, give it a plus, if you hate it, give it a minus. And if you're great edit a plus, second, a minus. If you do it often a plus do it rarely a minus if it's fast. A plus if it takes a lot of time minus and if it sells a plus and not sales minus. All right, Action Step three, the sort. Now, once you've ranked them, you can sort accordingly. So how do you sort exactly what's the criteria? If a test scores all minuses, they are the most prime to ship can or ship out immediately. And if it scores all pluses, you're probably not gonna want to let it go because it's not causing you burnout, right? So it gets a little gray though, when you have a mix of positive and negative responses, so plus minus responses. So I made it as easy as I could, right? If the first two judgment columns turned up, minus, they need to go to the burn pile pronto, if at all possible, and if the last two columns, turn back minuses, then those need to go out as soon as reasonably possible to someone else, with the exception for a minus response in the last column being due to fulfillment of your services. That said, here's another pro tip, though, if you have a minus, in columns, one, two and four, for your service fulfillment tasks, consider getting assistance on the parts of your fulfillment that take you off your game or out of your zone of genius wherever possible. So, for example, say you're really great at coaching someone on a strategy. But completing a write up of your recommended game plan takes you for freaking ever, template ventured out, hand it off to someone else who loves to write up technical action plans, I promise you'll love it so much

more. You ready? Time to push pause again. Yep. Again, open up your workbook, complete Part Two of the TASKI shitshow. Don't rush, take your time, take however long it takes. But do make sure you do it as completely as possible. And I promise I'll be here waiting for you to return. Hey, got all your pluses and minuses recorded everything transferred over? Right on. Let's get on to the very best part of this process. Is Yeah, okay. I don't want you to overthink this step. It's really important. Just remember, the only thing you're going to do is enter one item per line from Part Two of your workbook into part three of your request. And you're going to enter it accordingly to how many minuses it scored. Okay. So if you gave it a minus, in both columns, one and two or minus in both columns four and five, it should absolutely make this list. So it'll go under the score two minuses section. If you've got a minus in column three paired with a minus in any other column, add it to your digit matrix as well. That's it. Super simple. Go look at Part Three, your digit matrix in the workbook. Move stuff from Part Two, and part three. This is the last pause I swear. When you're finished, come back here for the next steps.

22:27

Your back. So awesome, you made it you finish your digit matrix. But prior prioritizing what to ship out first depends on a few things that I go into more detail about in my course your perfect person, but a few things to consider. First, in order to delegate ditch the tasks, do you have a process that's documented for the way that you liked this task done that you want to ditch? Also, do you have time to look for interview or onboard someone to do the tasks you want to break up with? And what does your budget look like to pay someone to complete those delegated tasks? And finally, what risk level are those tasks? In other words, if you delegate them to somebody, and they fumble the first couple of times they attempt it, what financial impact would it have on your business? Personally speaking, I ship out the lowest risk time consuming things that I hate first. After that, I delegate the things that I suck at, that aren't sales related and don't occur as frequently. And finally, of course, if I hate it, I probably suck at it. And it likely takes me a lot of time to do because I hate it and I suck at it. So those are the most critical to get off my plate. Okay, so now what what are you going to do with your digit matrix? Congratulations. Like I said, you've got your delegate the shadow hatless, ready to go in your hot little hands. And having it should cue you in to a few things like the skills of the person who you outsource these tasks to needs to have in order to get that shit done. And if you'll need to fill more than one role to handle the tasks that you want to ditch and finally, how frequently you'll need someone to do those digital tasks or if you'll need say a freelancer per project needed or support person on a monthly retainer or maybe even a hybrid but if you want to specifically know more on the who and the how now that you know the what, that's on your digit list, I got you boo. I do. You can get notified when enrollment opens for your perfect person. It's my four week adventure to prepare your brain and business back end so you can bring on your best right hand guy or girl somebody freelancers service provider short term long term doesn't matter. Big task, small task doesn't matter. Just finally delegate the ship that you hate and focus on doing what you love instead. So in order to get notified, just go ahead and drop your deeds at Lux UX vip.com forward slash perfect. That's a UX UX vip.com forward slash perfect, and I'll be sure to zap out a notice to you when I open the doors back up