

TIPS FOR TACKLING THAT TO-DO LIST

At any time of the year, the burden of uncompleted tasks can weigh us down. New year resolutions on that to-do list can roll into next week, next month and even into next year. With the tax deadline fast approaching, you may also be feeling the crunch to get your paper work together but find that you just can't get motivated. Tackling that to-do list can be tough. Here are a few tips to get you started:

1. Decide what time of day you are most productive and schedule your projects ONLY during those hours. A weekday may not work, try a weekend day.
2. Put it on your calendar as you would any other appointment and stick to it. Set an alarm or timer to start working as well as when it should end. The timer on your stove works great if you have one. Don't start with a large chunk of time; start small.
3. Schedule the amount time to work based on what you know are able to do. Maybe 15 minutes works for you, maybe more. Start small and move up from there. If you feel motivated to continue working past the allotted time, great, but note that this should not allow for a change of the schedule. For example, if you work 30 minutes today, that doesn't mean you don't have to do 15 minutes again tomorrow.
4. Pair your project with a reward. Perhaps treating yourself to a field trip, attending an event, or even a specialty coffee from a coffee shop IF you are able to stick with your scheduled project time, or better yet, when it's completed.
5. Ask friends or family to check in with you after your work is to be done. It is always helpful to have an "accountability partner" - someone who can follow-up with you to see whether you are staying on task and can motivate you to stick with your schedule.

Try one or more of these tips to see what works best for you and continue only those that truly work with your style and work habits. The goal is to find that formula that works best for you so that in the end, you can pause and celebrate the tasks completed! Good luck!

Marcia Auberger is a vetted vendor of the Village and has assisted many Village members with kick-starting their project to-do lists. Marcia lives on the Hill with her 12 year old daughter, Quinn. She can be reached at 703-408-3382 or by email at auberger.phm@gmail.com, or you can contact the Village.

WHAT DO I DO WITH ALL MY STUFF?

TIPS AND STRATEGIES FOR SUCCESSFUL DOWNSIZING

BY MARCIA AUBERGER

1. Start as early as possible.
2. Stay organized - get a spiral notebook.
3. Start with the Three P's:

Purge - Trash, giveaway, donate, family, estate sale.

Place - will it have a spot at your new home?

Projects - do them if they help with the downsizing goal. Outsource those you can.

4. Build your Support Team -

Family, friends, neighbors, the Village, Listservs, realtor, accountant, attorney, staff at retirement community, and so on.

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