



## NOT-TO-DO LIST

We all have to-do lists, some longer than others. Personally, I prefer a very short not-to-do list. I feel this works better for me and helps me with immediate prioritising and decision making. I use this as a demarcation to help me rid two of the enemies of lean; Muri (overburden) and Mura (unevenness). The third being Muda (wastes). Overburden is when I take on too much, more than I can do, and unevenness is when I consistently start and stop what I am doing because I am interrupted. A couple of my sacrosanct not-to-do list include:

- ▶ Never say yes to something you know you cannot do or do in time. That includes throwing the time you spend on well-planned important activities off-kilter just because you cannot say no.
- ▶ Never give a deadline you are not sure if you can achieve. If you do give one, you must achieve it.



They are not at all easy to achieve, especially if you are the kind that needs people to like you or love your reputation of being “efficient”, like me. I am still working on it but it has gotten much easier over time and I find this to be very beneficial in the longer term and a game-changer to my System.

**Give it the time it takes and list the key things you want to do less of.**

**Then write the reasons why to remind you your business case for doing it less.**

**Print it or a few out and put them strategically where you will see them.**

**Be strong! Like I said, it's sometimes harder NOT-TO than to-do.**



## NOT-TO-DO LIST

1)

Why:

2)

Why:

3)

Why:

4)

Why:

5)

Why:

