

Make Space for What Really Matters:

Managing the Overwhelming To-Do List



Which Big Rocks are already getting my time and energy?

Which one(s) need more attention if I want to feel better in my life?

WHAT ARE THE PEBBLES?

Useful but non-fulfilling tasks that keep life running.

- LOGISTICS & ERRANDS:** Grocery shopping, car maintenance, refilling prescriptions
- HOUSEHOLD MANAGEMENT:** Cleaning, laundry, lawn work
- ADMIN TASKS:** Email, scheduling, bills, tax prep, school forms
- WORK MAINTENANCE:** Managing your calendar, attending meetings
- FAMILY COORDINATION:** Permission slips, carpools, kid logistics, appointments
- DIGITAL CLUTTER:** Organizing files, deleting photos, responding to texts & DMs

Which Pebble tasks are taking up more of my energy and time than they deserve?

What could I simplify, outsource, or lower my expectations around this week to free up time for Big Rocks?

IMPORTANT	URGENT	DO IT FIRST Big Rocks / Pebbles What do I have to complete ASAP?	NOT URGENT	SCHEDULE IT Big Rocks What is really important? When will I prioritize it?
	NOT IMPORTANT	DELEGATE IT Pebbles Who can help me out? Does this task require my expertise?	DELETE IT Sand It'll be OK if I cross this off the list.	

PROCESS:

- 1) **Brain dump EVERYTHING on your plate.** Include tasks, activities, obligations, etc. from every part of your life (work, friends, family, etc.). Include your “Big Rocks”.
- 2) **Look at your list one item at a time.** Write each task into the box it belongs in. Be honest - what actually matters (rocks, pebbles)? What’s just noise (sand)?
- 3) **Take a deep breath.** Now you have a plan.
- 4) **Take action.** Start with the top left (urgent + important), schedule the important things, and give yourself permission to delete what doesn’t matter.

		URGENT	NOT URGENT
NOT IMPORTANT	IMPORTANT	DO	SCHEDULE
	NOT IMPORTANT	DELEGATE	DELETE

Real Life Examples of Supporting Big Rocks

Personal Growth: Reflect on your life, set goals, and take action on habits that need to shift

Physical Health: Move your body, eat nourishing foods, strength train, stick to a consistent bedtime, rest, relax, manage stress, hydrate, spend time outside

Mental Health: Care for physical health, go to therapy or coaching, connect with people you love, take screen-free downtime, say “no” to things that drain you, journal emotions

Career: Block time for meaningful work, map out long-term goals, learn something new, delegate low-impact tasks, and reassess what’s no longer aligned

Family / Relationships: Be fully present, plan memory-making moments, and reconnect with people who matter

Spirituality: Create or protect space for spiritual practice or personal reflection, walk without listening to a podcast or book, journal, meditate, pray, connect with something bigger than yourself

Money / Financial: Work with a financial advisor, set up or adjust automatic savings / retirement contributions, invest in skills, tools, & education that increase future opportunities, create a budget, review spending habits

Joy / Fun: Make time for what lights you up – paddle board, write, hike, read, paint, knit, crochet, bake, etc.

Home / Work Environment: Declutter, simplify, and create spaces that energize and support your daily flow



Be Good to Your Future Self™ - Making the harder choice in the moment to make life easier later.

If I were being good to my future self, which Big Rock would I focus on first?

Which action(s) would I implement? (Need inspiration? Refer to the list above.)

Now think about your typical day.

What's one moment where I could choose differently - if I were being good to my future self?

Ready to prioritize what matters through 1:1 coaching - or bring me in for an onsite team session?

Email me at brittanymeoskacoaching@gmail.com