

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

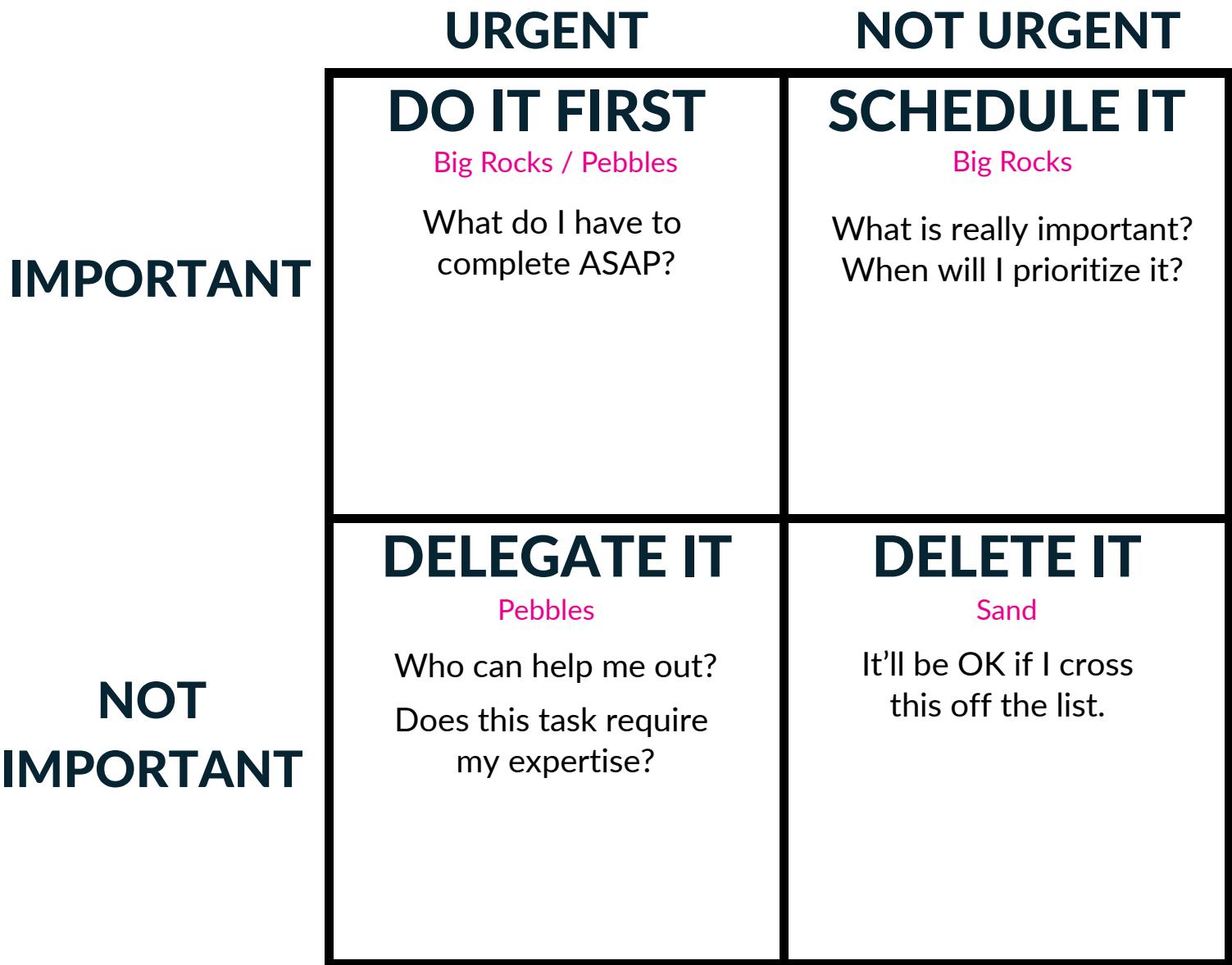
WORK MAINTENANCE: Managing your calendar, attending meetings

FAMILY COORDINATION: Permission slips, carpool, kid logistics, appointments

DIGITAL CLUTTER: Organizing files, deleting photos, responding to texts & DMs

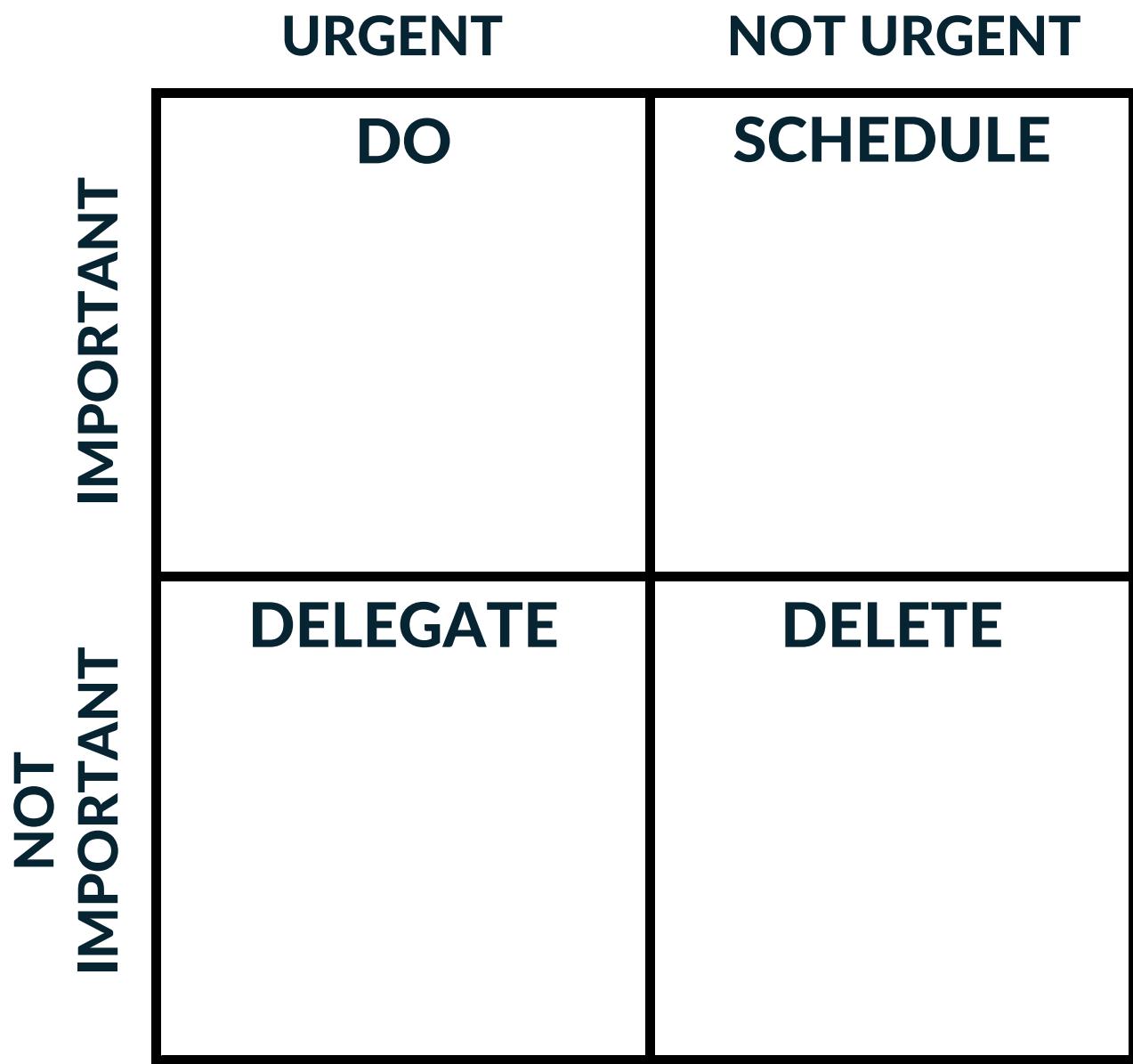
Which Pebble tasks are taking up more of my energy and time than they deserve?

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



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.



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?

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