

## ORGANIZING TOOLS

### PRODUCTIVITY LIST

Becoming aware of your internal dialogue or thoughts can help you lean into productive thoughts while reducing the influence of counterproductive ones.

**Activity:** Take a few minutes to create separate lists where you document the positive, helpful thoughts, and the unhelpful, negative thoughts you've had throughout the day.

**Release:** Once you've looked over each list, destroy the list of unhelpful, negative thoughts.

**Goal:** This activity will help you tune into what runs through your mind, identify what's helpful and what's not, and let go of what's not serving you.

### TO DO LIST/BULLET JOURNAL

Trying to remember every looming task creates unnecessary "mental load" and anxiety. Getting these tasks onto paper, in the form of a To Do list for the day, week, or month can help clear mental space for actual work..

**Bullet Journaling:** One option would be to create a Bullet Journal, which takes only 4 minutes a day to update, and helps track all of the tasks, events, and notes for every day and month that need to be accomplished. More on how to set up a Bullet Journal can be found at <https://bulletjournal.com/pages/learn>.

**Practice Self-Compassion:** Remember to not be hard on yourself if you don't get everything done. Instead, at the end of the day, celebrate what you did accomplish. Reflect on the things you did not do, and consider how you can overcome obstacles that caused that.

### SHORT TERM GOALS

Along with identifying tasks that need to be done, writing out short term goals helps you track progress and stay grounded.. This can be especially important in a moment when we are rethinking priorities while still maintaining productivity.

You can use a To Do list to practice making SMART (Specific, Measurable, Achievable, Relevant, Time Bound) goals. More information on how to make SMART goals can be found in this guide from University of California: <https://bit.ly/3kGC9mh>.

To be able to review your progress, use FutureMe at <https://www.futureme.org/> to submit your goals and have them sent back to you on a future date. This action gives you the opportunity to not only tangibly see the progress you have made, but also to reflect on your process of working on those goals to determine if adjustments can be made.

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