# Your Weekly [Morsel] Feeling Overwhelmed Your To Do List? - Issue 1

Hi!

The great thing about living in modern life is you can do so much, but reversely **YOU CAN DO SO MUCH**, it's hard to decide what to do. So many business owners and leaders I know get so overwhelmed with tasks and "to dos," everything just becomes a big jumble. They end up working on things that are screaming the loudest, instead of the things that are **important**. Then, at the end of the day, you are left feeling like you've accomplished **nothing**.

I've been there many times. If you can relate to any of this at all, some of these days you end up feeling like your brain is broken. Whether it's a day I've had too many ideas swirling around and couldn't focus, I was constantly interrupted, or I just felt crushed under the weight of everything that "I *had to get done*" it felt chaotic and I was left feeling terrible. So a long while back I decided everyday I had to know the things that were most important to get done that day. If you want to say it fancy I had to know my "high leverage activities" for each day.

With too long a "to do" list you feel overwhelmed. No plan at all, you get nothing **important** done. With a lot of experimenting, I figured out what has worked best for me was **the rule of three.**

## THIS WEEK:  Try Out The rule of 3

Every evening when you are done your work, lay out just the top 3 things that need to get done the next day. You can keep it on a post it note on your desk or as a text file on your desktop named "**Today's 3**."

Explore how just knowing the day's top 3 most important things gets you focused. I know that after I started this I felt soooo much more accomplished. When I finally got realistic about what I could **REALLY** do each day, I finally started getting what matters to me most in my life and my business **DONE**.

Let me know how the rule of 3 works out for you or if you've already done something similar. You can reply to this email or leave me a comment on [Facebook](#).