

THE
GET
SH*T
DONE
GUIDE



THE get sh*t done GUIDE

Mandalas

(like pictured on the cover)

*often symbolize the transformation
of suffering into joy.*

That is exactly what I hope
this guide will do for your to-
do list and your productivity.
You will finally be able to work
in “*flow*” instead of “*force*.””

THE get sh*t done GUIDE

HOW TO USE THIS BOOK:

Upcoming Projects - Check your next week and write out the big things that require multiple steps or pieces. If you have company coming over this week, "clean the house" might be considered an upcoming project. Overall, these are things that are going to require some planning and strategizing.

Brain dump - Pick a day of the week (I like Sunday) and write down anything you can possibly think of. It doesn't need to be in list form or organized at all. You'll sort it later. Just get it all dumped out of your head.

Top Three Things - Each day, decide on your three most important tasks. It might be on your brain dump list or it might not have made it on there. Doesn't matter. I like to think of these things as the "B*tches gonna be mad" tasks... the ones that if I don't do them, people are going to be upset. If there aren't any of those, you decide what seems most important right now. Don't get distracted by the shiny objects.

Shiny Objects - These are the things that sound fun or are brilliant ideas, but they aren't things that you can actually do right now. Maybe you don't have the resources to complete the task or it just isn't super important **yet**. This list could also be called the "Maybe Later," or "Really F*cking Good Ideas" list.

Three Things You're Grateful For - Just for good juju, write three NEW things you're grateful for every day. What if, tomorrow, we only woke up with the things we were grateful for...??? Let's get grateful! PLUS - the benefits of practicing gratitude are nearly endless. People who regularly practice gratitude by taking time to notice and reflect upon the things they're thankful for experience more positive emotions, feel more alive, sleep better, express more compassion and kindness, and even have stronger immune systems.

Things To Buy - This is your shopping list. These are probably items you need to have in order to complete the tasks on your list. Sometimes the list might be really big, so feel free to use a *squirrel list* to add more things to buy if you need to.

Squirrel List - These lists are great for whatever you need to make a list of. Maybe you have a whole lot going on on a certain day and you need to figure out the best flow for the day... use a squirrel list. You could list out items you need to pack for an upcoming event or use it as a grocery list. These are just side lists to help to break big tasks down into smaller ones. In the example I used earlier, if family is coming to visit and "clean the house" ends up on your project list, then the squirrel list is the spot where you break down all the things you need to clean.

*Let whatever you do today, be enough.
It actually is enough. You are enough.*

Notes from the Author...

I used to say that digital calendars just didn't work for me. I had to have a paper calendar or I would forget it. Reminders that popped up would just get ignored and missed.

Turns out, the problem wasn't the digital calendar.
The problem was my *understanding* of how to use it in my day-to-day.
The problem was integrating a **SYSTEM** that made sense and was easy to follow.

Now that I've changed my mindset and I utilize a system, I am fully digital for my calendar events.
It has opened new doors for organization and systems in my personal life as well as in my businesses.

Like a digital calendar was for me, you may be under the impression that **"lists don't work for you."**
and, like me, it is very likely that you feel this way because you haven't actually been taught *how* to use a list.

Hey - Hi. I'm here to teach you.

I very firmly believe that lists are for everyone.
Understanding how to use them will **change the game** for your productivity.

Lists are especially great for those who identify as ADHD, live in a chaotic lifestyle, or for folks who just plain forget shit. (*Hi, it's me again!*)

With that being said, there are a few things I want you to know about working from a place of ***energetic flow*** instead of a place of *production*.

1. Just because it is on a list, doesn't mean you have to follow it. A list is GUIDE to help you organize your crazy tornado of thoughts in your head. *It's not a law.*
2. You probably WILL deviate from the list and just go with your own personal flow. *That's perfect.* I'm sure you still got shit done that needed to be done.
3. At some point you'll be like, *"Wait, what was I doing?"* or *"Hmm, what am I supposed to be doing right now?"* Re-enter your list! Cross off what you got done in your flow, and move to the next things.
4. Writing lists don't need to have deadlines or time slots. Those just make you feel bad when you didn't get your "Today List" done. Choose your priorities and let whatever you do be enough.
5. Don't use your brain dump as your to-do list. Make sure to re-write smaller *squirrel lists** and break it down to 5-10 minutes tasks that are easy to complete. Large to-do items are intimidating and rarely get accomplished.
6. I suggest re-writing your brain dump and lists weekly, so I have formatted this guide in that way. If you want to re-write it more often that's great, too! There really is no right or wrong way to do this.
7. Your list is never done. It only ends when you're dead. So, having a list is a good thing! Now is the time to release the false idea that to-do lists should be complete. It's a lie. ;-)

This guide is **not a planner**, which means that there are no days, weeks, or months to restrict you in your planning. *We don't have time blocks here.* We don't track your water intake or plan your exercise routine. It is **UP TO YOU** to decide what is important in your day-to-day and use the *squirrel lists** to hash out those plans. Only **YOU** know what is most important to you.

This is a guide for your own energetic flow.

If you want to do other things not on the list, do them.
If it makes you feel better to add them to the list so you can check them off, **do that.**

These pages include a 5 day, 18 week structure to help you lean in to writing and rewriting your lists regularly. The purpose is to just keep the list moving and flowing so you don't quit after writing the first list. We have always been taught how to write a list, but never how to manage it. This guide is a list management tool.

Each week, on whatever day you choose for brain dump day, rewrite your brain dump list and add in anything you didn't get done the week before.

If you want to rewrite it every three days, for example, that's ok, too. Just turn to the next section and start over.

There really are no rules to your own energetic flow.

Want more? My digital course, "Turbocharge Your Life," goes beyond list-making to teach you how to prioritize your daily tasks, break big projects into manageable chunks, and make sure you're working on what truly matters.

If you're ready to level up your productivity, check out the course now!

xoxo, *Jen English*

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THREE THINGS I'M GRATEFUL FOR:

SQUIRREL LIST :

Day

3

TOP THREE THINGS : _____

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THREE THINGS I'M GRATEFUL FOR:

SQUIRREL LIST :

Day

4 TOP THREE THINGS : _____

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THREE THINGS I'M GRATEFUL FOR:

SQUIRREL LIST :

Day

5 TOP THREE THINGS : _____

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THREE THINGS I'M GRATEFUL FOR:

SQUIRREL LIST :

SQUIRREL LIST : _____

SQUIRREL LIST : _____

SQUIRREL LIST : _____

SQUIRREL LIST : _____

What's Next?

WEEK OF : _____

BRAINDUMP : _____

UPCOMING PROJECTS : _____

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BRAINDUMP : _____

THINGS TO BUY: _____

SHINY OBJECTS: _____

Day

1

TOP THREE THINGS : _____

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THREE THINGS I'M GRATEFUL FOR: _____

SQUIRREL LIST : _____

Day

2

TOP THREE THINGS : _____

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THREE THINGS I'M GRATEFUL FOR:

SQUIRREL LIST :

Day

3

TOP THREE THINGS : _____

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THREE THINGS I'M GRATEFUL FOR:

SQUIRREL LIST :

Day

4 TOP THREE THINGS : _____

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THREE THINGS I'M GRATEFUL FOR:

SQUIRREL LIST :

Day

5 TOP THREE THINGS : _____

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THREE THINGS I'M GRATEFUL FOR:

SQUIRREL LIST :

SQUIRREL LIST : _____

SQUIRREL LIST : _____

SQUIRREL LIST : _____

SQUIRREL LIST : _____

Thanks for using

THE

get sh*t done

GUIDE

Want more?

My digital course, "Turbocharge Your Life," goes beyond list-making to teach you how to prioritize your daily tasks, break big projects into manageable chunks, and make sure you're working on what truly matters.

If you're ready to level up your productivity, check out the course now!