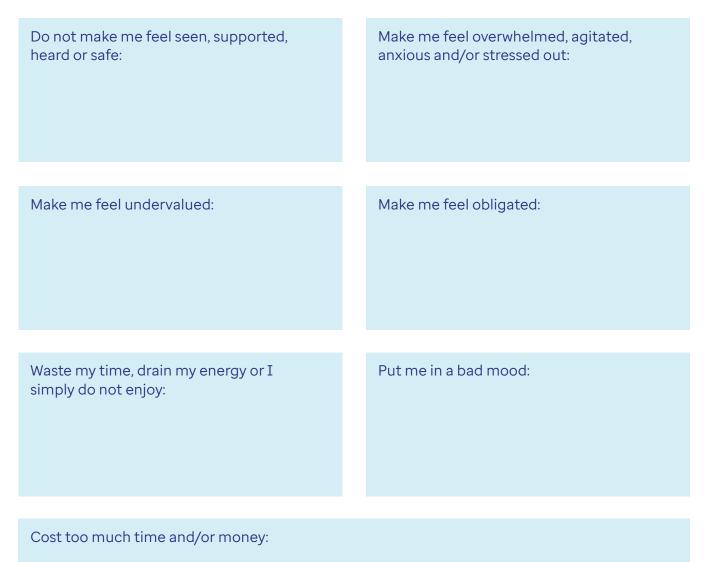


You've probably heard about the power of saying no and the importance of setting healthy boundaries in your personal life and at work. A well-intentioned to-do list can be a great way to get organized and manage stress. But have you ever thought of creating a not-to-do list?

Making your own not-to-do list can help you identify what drains your mind, body and spirit. Here's a worksheet to get you started.

Fill in each of the boxes with things, activities and/or people that frequently:





Now, reread your list on the reverse page. Circle five things you can choose not to do anymore. Write them below. Next, use those five statements and give yourself an affirmation as to what you can or will do instead and why.

I am not going to:

Instead, I will:
n

1	
2	2
3	3
4	4
5	5

For example:

I am not going to spend time with _____. It's OK to turn down an invitation.

I am not going to agree to travel home for the holidays next year. It's too expensive and stressful. **Instead, I will** use that time to exercise, which makes me feel good and is good for me.

Instead, I will arrange another time to visit my parents, such as after the holiday rush when tickets are cheaper.

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Written by eM Life Instructor Andrea Lieberstein, MPH, RDN, RYT

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