



Creating your to do list

Creating a To-Do List every week will benefit you by helping to prioritize and organize your tasks, create better time management, conserve your energy and manage your scleroderma symptoms. Follow the steps below to create a To-Do List.

1. For the next seven days, using the chart provided, write down all of the tasks you need to complete in all areas of your life. Do not focus on whether these are work, household, volunteer, health, or personal related, for now, just create your list. Do not create more than one list.
2. Provide a due date for each of your tasks. Be specific on these dates but also realistic knowing that with scleroderma, your health can change day to day and fatigue can cause a delay in how quickly you can complete tasks.
3. Look over the list and determine if any of these tasks will impact someone else if they are not completed on time. Rate 1-5, with 1 being the least amount of impact being on someone else and 5 being the highest amount being on someone else. Such as have you promised to bake 12 dozen cupcakes for your church's bake sale on Sunday and if on Saturday your scleroderma symptoms are causing you to remain in bed this task may not be completed. You may rate this task a 5. This will help you see which tasks need your immediate attention or which need to be delegated should your scleroderma symptoms flare up.
4. Decide how realistic each task is. For example, if one of your tasks is to paint the living room and you are having a difficult week with your scleroderma symptoms, this may not be the best time. By assessing your tasks you can best realize whether they are truly a need or a want. At times, you may need to place your wants aside to better manage your scleroderma. This will help you live a full life by preserving your energy and using it to do your favorite things. On the chart place a yes for a realistic task or no if you will not be able to realistically accomplish it. In step five, you can either delegate these tasks or consider alternate plans for them.
5. Review the tasks and assess whether you can delegate the task to someone else. For example, the bed needs to be changed but it causes discomfort for your hands, then it would be better to ask for help with this task. Place a name in this column of who you can delegate this task to if you have a flare-up. Or is this is something you can allow someone else to do so you can enjoy doing something else?

You can now complete your own To-Do list and after a week review it to see any patterns you may have in your life. Remember to create a new To-Do List every seven days.