

## Spinning Plates: Prioritizing with Calendar and Lists

Many years ago, there was a program on Sunday nights called the Ed Sullivan Hour. This was a variety show hosted by stony-faced Ed who would introduce all sorts of singers or dancers, comedians and pet acts. One of my favorites was the artist who would come on with a stack of plates and long poles. To exciting music, he would set up the poles and spin the plates on top of each pole. He would start with one and eventually had maybe 10 plates spinning on those 10 poles. Once in a while, one would come careening off onto the stage and smash, but the guy just kept going. And then he would very adeptly remove the plates one by one, take his stack of plates and pile of poles, bow and exit.

This is how I describe part of what I do every day. I spin plates and try to keep them in the air without letting too many drop. I am not an organized person by nature, but I also don't like to be running late all the time and worried about what I've forgotten to do. So I try to write it all down. You may be way ahead of me on this, but here is how I handle all the things that are whirring in my head.

### Calendar

Get a Huge Calendar on which you put any and all appointments, deadlines or whatever. This includes your significant other's and/or family's as well. Some people like to do it on the computer, but I like to write things in by hand, that's just me. Keep it in the same place always, and somewhere you'll see it. Don't stack anything on top of it

### Lists

In addition to your Huge Calendar, go on your pc and make The To Do List that you update frequently for yourself only. Add all your projects to be done in chronological order going into the future– the more detailed, the better. Prioritize each item on the list.

You may find that you added to your list a number of long-term items. Mine does tend to do this, because I'm always wandering off into the future. Move these to the top or bottom of the To Do List and prioritize them.

Make a third list for personal goals. This can be on a separate page but in the same document as the other two lists. Maintain this list so you don't feel like other people's priorities are blocking out some things you want to do for yourself. This list will help you to release all the plans you have brewing in your thoughts and confusing what you've got to get done now. They'll be safe and unforgotten on that list for later – and you can add to them whenever you want!

Now you'll have room in your head for thinking what a beautiful day it is and *maybe* you could take a little walk!