



Push or pull?

How do the hours of your average days get filled? Are tasks *pushed* to you – or do you *pull* tasks in when you have the capacity to do them? *What's the difference?*

Requests are attempts to push a task to you. Even if it is a polite invite, in this terminology, someone else wants to push a task onto your schedule – you may have the option to say yes or no. Push requests aren't only external. You might be able to identify an internal 'should' voice that seems to push you to say yes when it would be wiser to say no (affiliators experience this).

The extreme version of **a push system** (that schedules your hours) means you end up with an overflowing to-do list: you're stressed, reactive and less able to manage your time wisely. When you're busy and stressed, you make poor decisions about your capacity and the estimated time and effort future tasks will take, which makes the problem worse.

A pull system puts you in control of what you do. Tasks and requests are not pushed to you. Instead you pull the next task or project your way when you have the capacity. Because your cognitive resources are less distracted, your work is reflective and of a higher quality. You may get more done and feel far less stressed. To highlight the obvious, everything is a no until you say it is a yes. If you think this sounds unrealistic, many highly productive teams and industries function like this – not to mention independent artists, craftspeople, and, most likely, you on a free day or on holiday.

The consequences of responsibility

In Day Crafting: The Introductory Workbook, we explore contrasting mindsets. In one of these mindsets, the day is happening to us, and we think we don't have any control or agency to change. Something else is usually to blame. But the *I'm-stuck* frame is an *idea*, not the truth. The real problem is facing the consequences of taking responsibility and making a change or a decision.

Some of us know that there is a big NO that we need to make, but we're scared of taking responsibility for the consequences.

Being busy is not a competitive advantage. The practical exercise this week is to find the **80/20 NOs**.

The 80/20, Pareto principle says that 80% of the consequences come from 20% of the causes.

What are the smallest NOs you can make that free up the most time or energy? What, each day, is the one decision you can make that will have the most significant effect?

Push / Pull

You could also use the week to make notes each day about what tasks were pushed to you and which you pulled. Can you change the system around your scheduling to tip it more towards a pull system?

If the problem with being overstretched is in your work system then the Productivity Workbook in the Day Crafting Apprentice Series can provide you with some ideas to help.

Nov 15
Nov 16
Nov 17
Nov 18
Nov 19
Nov 20 <i>7.30pm optional Zoom call, email Bruce for link!</i>
Nov 21

