

EVOLUTIONARY ‘STEP’ WEEKLY TO-DO LIST

Must do (When) /Should do / Could do	Categorised Hierarchy for Action Items
Survive	What do you need to do to survive the week?
Productive	What can you do this week to be productive?
Evolve	<u>Increase productivity and be adaptive to change.</u> Improve, learn, automate, simplify, systematise. Prioritise long term high value activities and identify risk of unintended consequences.
Thrive	Pursuit of happiness. Incrementally make your life more valuable to you. What would you miss dearly?
Waste	Stop wasting your resources, time or energy. Reduce hedonic adaptation like expensive habits. Withdraw from addictive games with little benefits. To reduce anxiety and frustration, focus on things you can control (ultimately, yourself).