EVOLUTIONARY 'STEPS' WEEKLY TO-DO LIST

Categorised Hierarchy for Action Items	Must do (when) / Should do / Could do
Survive (what do you need to do to survive the week)	
Productive (what can you do this week to be productive)	
Evolve (More resilient, adaptive to surprises, learning. Simplify, minimise, systematise and reduce frustration and anxiety)	
Thrive (pursuit of happiness, incrementally make your life more valuable to you, what would you miss dearly?)	

Things to Cease Doing or RePrioritise
Stop (doing things that don't help you survive, produce, evolve or thrive)
Sacrifice (things like expensive habits, hedonic adaptation, addictive games)
Shift Attention (to things we have more control over and carry less risk or unintended consequences)