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Organisation Tip: Rock, Stones, Pebbles & Sand



Some days we wake up and instantly feel overwhelmed with the tasks we have on our to-do list. If we haven't planned our day, or we just jump straight into the task list it can become difficult to see when everything will be done.

This can lead to us feeling like we've worked all day and got nothing done. Or we have prioritised the wrong things and haven't completed urgent tasks.

Let me introduce you
to the Jar of
Rocks, Stones, Pebbles
& Sand



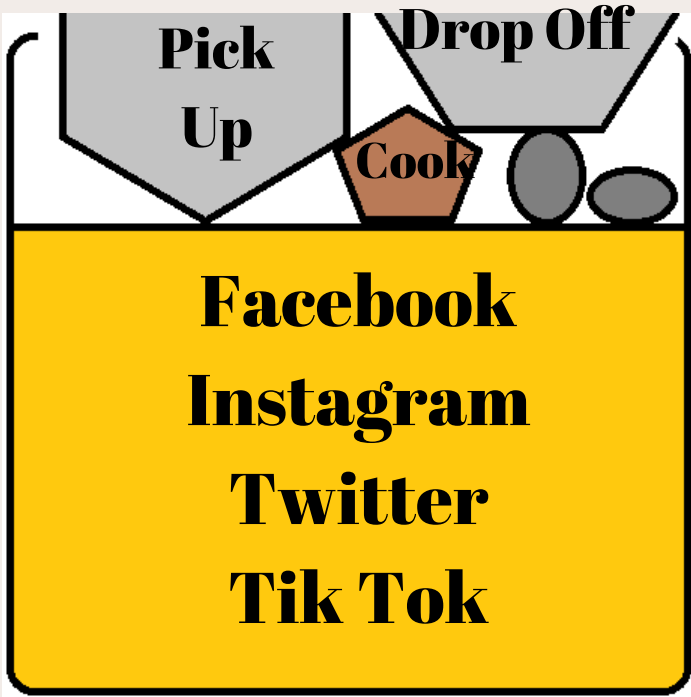
Organise your Jar

This is not a new tip and some of you may have come across this called simply the "Rocks, Pebbles and Sand" tool. I have advanced this and created a new level of "stones". This is how it works:

- 1) To best plan your day, week or month first **write down ALL your tasks!** This includes EVERYTHING you are wanting to do in your chosen time frame, from Doctors appointments, to school runs; doing your taxes to hanging out the laundry.
- 2) Prioritise your list by categorising them into the following:
 - Rocks:** Appointments, activities and tasks that are immovable. This includes your dentist appointments, meeting with friends, exercise classes, school drop offs and pick ups and TRAVEL TIMES associated with them all!
 - Stones:** These are urgent or important tasks that must be done in that time frame but haven't got an immovable appointment in your diary. This is where you put shopping for groceries, buying birthday gifts, calling your mum, doing your taxes. Important, but can be done flexibly. **This can be self-care too!**
 - Pebbles:** These are tasks that you want or feel should be done in this time frame but they can't be prioritized above your Rocks and Stones. In this I tend to put laundry, cutting the grass, researching phone contracts. Everything you would like to get done, that isn't urgent or too important should go in this list. This is 100% personal to you!
- 3) Then in that order: Rocks then Stones and then Pebbles, **input them into your planner** for that time period. Rocks have to go in first so that the stones can fit in and around them. The pebbles naturally find what time is left (see diagram on next sheet) **REMEMBER TO INCLUDE TRAVEL TIME!**
- 4) What about Sand? **Sand is your unproductive time**, like scrolling through social media, you don't need to plan that; it'll happen regardless and find the nooks and crannies round your rocks and stones. Never plan your sand.

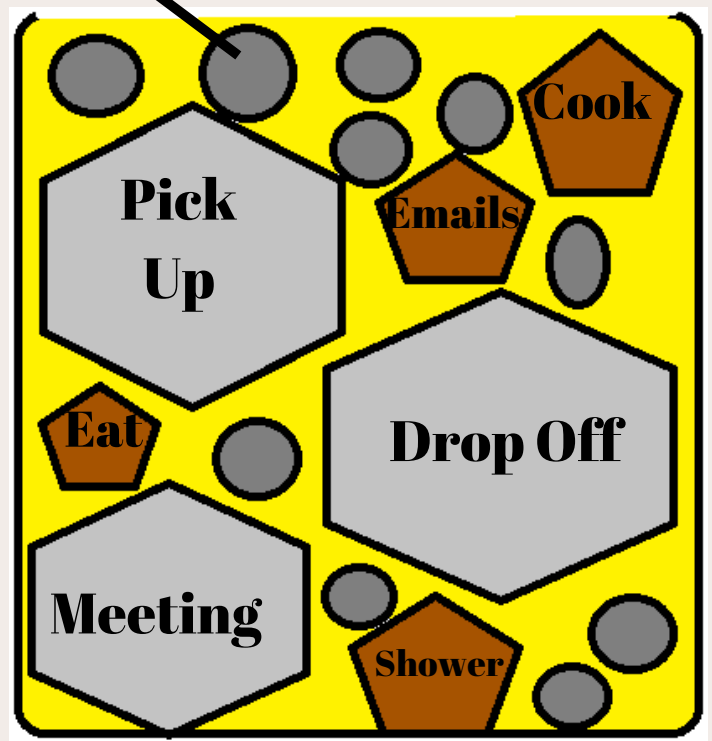
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If you don't plan your day, it can quickly fill with Sand and suddenly you're trying to fit really important tasks in last minute

Clean



Put your rocks in your planner first, including travel time. That way you have a realistic view of time available for Stones and then Pebbles.

Example of a planner filled out:

