

To-do list

After a loved one's death, figuring out what to do next can be a challenge. Sometimes it helps to get everything out of your head and onto a sheet of paper. You'll be amazed at how simple that exercise can be. Use this chart to list the tasks you need to complete.

	Task What needs to get done?	Frequency How often do you need to do it?	Resources Money, tools, materials, etc.?	Help What kind of help might you need?	Priority How important is it for you to complete this task (high, medium, low)?	Plan After filling in the other columns, decide what you will work on first, second, third, etc.
Example	<i>Mowing the lawn</i>	<i>Once a week</i>	<i>Gas</i>	<i>None</i>	<i>Medium</i>	

Remember

- 1. You can't do it alone.** Don't hesitate to ask for help, even in the planning stages.
- 2. Tackle tasks, not projects.** Still overwhelmed after listing your to-dos? Try breaking your tasks into smaller ones.
- 3. Prioritize by importance.** You can't do everything at once (at least not well). So focus on the most important things.
- 4. Your limits can guide you.** Resources help us prioritize. If you don't have what you need to complete a task, it may mean you need to ask for help—or it could signal that you need to wait until you have what's required. Don't make unwise decisions (like incurring unnecessary debt) to scratch something off your to-do list.
- 5. Share your list.** The next time people ask how they can help you, share your completed chart with them. Ask if there are any tasks on the list they could help with.



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