



## Managing Distractions from Unresolved Issues & To-Do's

We all experience being distracted by personal unresolved issues and things we have to do but have been either putting off or haven't had time to get done. Today we are experiencing new health and logistical issues and new things to do as a result of the Coronavirus, CV-19. However, in your safety critical situations, you cannot afford to have your attention hijacked by unresolved personal issues or by trying to remember things you need to do. The good news is that if you simply write down your unresolved issues and things you have to get done along with at least the first step you plan to take to deal with them, it can free-up the attention you spend thinking about or worrying about them similar to if you had actually dealt with them.

The following Unresolved Issues & To Do's Worksheet can help you identify your unresolved issues and things you need to do and your plan to address them before you begin your safety critical work. By identifying and documenting your unresolved issues and to-do's you ahead of time, you will be able to compartmentalize your issues and to-do's that can distract your attention from your most safety critical tasks.

## Unresolved Issues & To-Do's Worksheet

Unresolved Issues & Things To-Do	Your Plan to Address