

do less =

accomplish more

jennie +
meredyth

meet your coaches



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We're on a mission to change how you think about productivity, so you can actually accomplish more of what matters most to you.

Wanna know more about us and our work?
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If you're here, we know you're ready for more.

But first, a quick quiz:

Are you...

A

An impatiently ambitious human who wants to make a significant change in your life but hasn't been able to pull the trigger just yet?

or

B

An impatiently ambitious human being who's launched, achieved, and implemented great things, but is hungry to level up in a significant way?

Okay, okay. The truth is, it doesn't actually matter if you're A or B or any other letter of the alphabet.

What matters is your impatient ambition and your hunger for change. If wanting bigger things for yourself kinda scares the crap out of you, and yet, deep down, you really can't help yourself, then you, our friend, have impatient ambition.

And you're in exactly the right place.

If you've got notebooks full of ideas and nada to show for it -- well, you're not alone.

Impatiently ambitious people everywhere, in their quest to do the big, sometimes scary things that matter, get paralyzed by habits that just don't serve them:

- ✓ *Neglecting to do the things you WANT to do in favor of doing all the things you COULD do.*
- ✓ *Chasing shiny objects and smothering yourself with self-sabotage.*
- ✓ *Getting so lost working on big initiatives that you've ignored the consistent activities that propel your life + work forward.*

It's not your fault, and you certainly aren't alone. Heck, we've been where you are.

Of course, you don't need another thing to do. So that's not what you'll find here.

What you need is actually LESS to do...to make space for what you actually want to accomplish.

And this guide is here to help you do just that.

So here are three things you can do less of starting right now that are going to give you IMMEDIATE results... and let you accomplish far more of what matters to you THIS WEEK...and every week after that.

1: Stop Beating Yourself Up

The Biggest Waste of Time

Let's get real for a minute. Beating yourself up for what you didn't do is the biggest waste of time imaginable. I mean, think about it. You're sitting there, mentally punishing yourself for that project you didn't finish, that workout you skipped, or that phone call you avoided. And what's the result? More time spent not doing what matters.

You're stuck in this loop of self-criticism, and it's a cycle that only leads to more frustration and less action. Here's the thing: beating yourself up doesn't make you more productive. It doesn't magically give you back the time you lost. Instead, it robs you of the present moment—the moment you could be using to actually get stuff done.

We've all been there. We set these high expectations, and when we don't meet them, we think we need to pay penance through self-criticism. But guess what? That's not helping anyone, least of all you. It's time to put a stop to this unproductive habit.

the exercise

*Create a list of things you're **DONE** beating yourself up about.*

Grab a piece of paper or open a new note on your phone. Right now, make a list of things you're **DONE** beating yourself up about.

Seriously, write them down. Think about all the times you've mentally flogged yourself for not meeting your own expectations. Write down each and every one.

Now, take a deep breath and look at your list. This is your "I'm Done" list.

You've spent enough time and energy beating yourself up for these things. It's time to decide that these are no longer worthy of your mental energy.

Check them off the list.

Done.

Complete.

No longer on your to-do list.

Keep this list handy. Maybe pin it to your bulletin board or save it as a note on your phone. Whenever you feel the urge to start that cycle of self-criticism again, pull out your "I'm Done" list and remind yourself that this "task" is "complete."

You don't need to revisit it. You've closed that chapter.

Remember, the goal here is progress, not perfection. Every minute you spend beating yourself up is a minute you could be spending on something that actually matters.

2: Make Some Uncommitments

Say No to Say Yes

Alright, let's talk about a little something called uncommitment. You know those things you said yes to out of politeness or habit? Yeah, those commitments that sneakily fill up all the white space on your calendar and leave you no time for what really matters to you. They've got to go.

Here's the deal: every time you say yes to something that doesn't truly serve you, you're saying no to something that does. It's time to reclaim your time and energy. It's time to make some uncommitments.

Often, we find ourselves saying yes to things out of a sense of obligation or routine. We think, "Well, I've always done it," or "I don't want to let them down." But here's the truth: these unnecessary commitments are slowing you down. They're the silent thieves of your precious time. And if you're not careful, they can consume all the free moments you have, leaving you no room to breathe, let alone focus on what truly matters.

We're giving you full permission to UNcommit. Yes, you heard that right. UNcommit. Look at your calendar and find at least one thing you've got scheduled that you no longer want to do. It doesn't matter if you're the best at it or if you're the go-to person for that task. It doesn't matter if someone might be disappointed. Spoiler alert: someone probably will be disappointed. And that stinks. But guess what? It's not the end of the world.

You need that white space on your calendar. You need it for the things that ignite your passion, for the projects that matter, for the moments that make your heart sing. So, let's make some uncommitments.

the exercise

List at least two commitments you can uncommit from that are already on your calendar in the next 30 days.

Here's what you do: grab your calendar and scan through the next 30 days. Identify at least two commitments that you can let go of. Maybe it's that committee meeting you dread every month. Maybe it's the book club you're no longer excited about. Whatever it is, it's time to uncommit.

Once you've identified these commitments, take a deep breath and prepare to politely inform those involved. You don't need to give a long-winded explanation. A simple, "I'm sorry, but I need to step back from this commitment to focus on other priorities" will do.

Freeing up your time is a gift to yourself. It's about prioritizing your needs and respecting your own boundaries. And yes, it might disappoint someone, but remember, your well-being and your priorities matter too.

Think of this as an exercise in self-care. You're not just saying no to something; you're saying yes to yourself. You're creating space for what truly matters to you. And that, my friend, is a powerful act of self-respect.

So, what are you waiting for? Make those uncommitments, free up that calendar, and watch how much more space you have for what truly lights you up. Because you deserve to spend your time on things that matter.

Let's go make it happen!

3: Procrastinate on Purpose

Stop Worrying About Alllll the Things Alllll the Time

Let's have a heart-to-heart about your so-called to-do list. You might think you have a task list, but let's be real. What you really have is a wishlist. It's a wishlist as long as a Costco receipt of all the things you would do if you could bend time to your will or suddenly morph into a "better" person.

Here's the kicker: when you manage to complete one thing off your wishlist, you end up writing down six more. It becomes this never-ending list of would-be accomplishments that you'll never actually get to. It's upsetting, it's demoralizing, and it's downright impossible.

We need you to stop working off a wishlist and create an actual, factual list of things you can genuinely accomplish in the next 7 days. The best way to start? Move all those Wishlist items that you're not planning to tackle in the next week to your Later List.

A Later List is exactly what it sounds like. It's a list of every idea, project, task, and thing you need to remember, intentionally relegated to...well, later. This isn't about forgetting them; it's about prioritizing based on what you can realistically achieve right now.

Once it's on the Later List, it's safe and sound and, most importantly, does NOT require any more of your time and focus this week. Make an appointment with yourself to review your Later List in 7 days. When the time comes, you can select from this massive menu of things what you'll tackle next.

the exercise

Review your to-do list and move any non-urgent tasks to a Later List.

Here's your game plan: take a good, hard look at your current to-do list. Identify all the non-urgent tasks—the ones that don't need to be done immediately—and move them to your Later List. This exercise is about focusing on what needs to be done now. What are the tasks that are truly urgent and important for this week? Those stay on your to-do list. Everything else? Later List.

By moving these tasks, you're not only decluttering your mind but also setting yourself up for success. You're creating a focused, manageable list of priorities for the week ahead. No more staring at an overwhelming list and feeling defeated before you even start. You'll know exactly what needs your attention now, and you can approach it with clarity and confidence.

And here's the bonus: by creating a Later List, you stress and worry LESS about all the things you want to do. It frees up more mental space and energy for the things you're actually prioritizing for this week. This shift in mindset—from wishlist to realistic to-do list—changes everything. You'll feel more in control, less stressed, and more productive. You're giving yourself permission to focus on what matters and defer the rest. And that, my friend, is how you make things happen.

So, let's do this. Move those non-urgent tasks to your Later List. Embrace the power of prioritization. And remember, the Later List isn't going anywhere. It's there, ready for you to revisit in 7 days. But for now, it's all about the here and now. It's about making tangible progress this week.

Ready to make it happen? Let's go!

do less = accomplish more

We've taken a deep dive into why beating yourself up, saying yes to everything, and worrying about all the things all the time is just dragging you down. The real secret to getting more done? Doing less.

When you stop beating yourself up for past mistakes, you free up mental energy that can be directed towards meaningful tasks. By creating an "I'm Done" list, you clear out unnecessary guilt and focus on present actions. This simple exercise helps you move forward without the weight of past disappointments, making way for genuine progress.

Uncommitting from unnecessary obligations is another powerful step. By saying no to commitments that no longer serve you, you create space for activities that truly matter. This isn't just about lightening your schedule; it's about prioritizing your passions and aligning your time with your values. It's about respecting your own boundaries and ensuring that your calendar reflects your true priorities.

Finally, let's talk about the power of the Later List. Shifting from a wishlist to a Later List transforms your approach to tasks. Moving non-urgent items to a Later List helps you focus on what's achievable now, reducing stress and worry. This strategy not only declutters your mind but also boosts your productivity by allowing you to concentrate on immediate priorities. And here's the bonus: putting things off until later (when done on purpose) actually helps you accomplish more because you're not stressing about all the things all the time.

Thank you!

We've Got So Much More to Help You Do More of What Matters

We know you're eager to keep this momentum going, and we're here to support you every step of the way. From practical tips and strategies to in-depth workshops and resources, we have soooo many more ways to help you do more of what matters. Check out our Everything Page at jennieandmeredyth.com/everything for all the tools and insights you need to stay focused, productive, and inspired.

KEEP MAKING THINGS HAPPEN

#NOMATTERWHAT