

## The ILIST and Execute Algorithm Worksheet

Context:

The ILIST and Execute algorithm (stylized as ILIST+Execute) is a planning tool used to determine whether it is feasible to do an activity that is strictly not essential to live life. It could be used, for example, for planning the following activities:

- Going to a concert
- Taking a trip
- Going to a community class
- etc.

The process consists of 6 steps:

Interest → Logistics → Income → Scheduling → Think → Execute

The algorithm has a fail safe – if at any point prior to execute we are uncertain or we think that it will not work, then we shouldn't do the thing.

Instructions:

Print out the worksheet, then fill out the spaces below for each section.

### **Step 1: Interest**

Specify an activity in the space below.

Are you interested in this activity?

Yes

No

If your answer is yes, proceed to step 2. Otherwise, stop and do not do the activity.

## Step 2: Logistics

For the activity you listed in step 1, specify the things that need to be done in order for the activity to happen. Some of the considerations include, but are not limited to,

- Transportation to and from the event/activity.
- Location of the event. Is it nearby, far away, in another country, in a virtual format?
- When is the event happening?
- Do I need to register for the event in order to take part?
- Are there any deadlines with regards to registration or getting a cheaper rate (which would set a limit on procrastination)?
- If the event is far away, lodging will need to be considered. Where is the lodging relative to the event?
- What time is the event?
- Are there multiple editions of this event (ex. occurs every Tuesday), or is it a one shot thing?
- Do I need special accommodations in order to attend this event? What accommodations?
- Am I going alone, or is this in association with something (work, club, etc.), where there would likely be people around to be supportive?

You can attach more sheets to this section if you need to add more details in this section.

Given the information above, can the event be reasonably attended, that is, done safely without causing you or people around you to panic?

Yes

No

If your answer is yes, proceed to step 3. Otherwise, stop and do not do the activity.

### **Step 3: Income**

Consider all of the costs involved in this activity. This includes, but not limited to:

- Registration fees
- Lodging costs
- Food costs
- Extra money for leisure spending

In the case of a conference, you may want to see if scholarships are available and apply for them as soon as possible.

Given the information above, can the event be afforded, or financed reasonably?

Yes

No

If your answer is yes, proceed to step 4. Otherwise, stop and do not do the activity.

## **Step 4: Scheduling**

Are there other things planned at the time of the event?

Yes

No

If the answer is no, then proceed to step 5.

If the answer to the first question is yes, what are these events and can they be rescheduled?

If there is an event that can't be rescheduled or it would be a burden to reschedule it, then stop and do not proceed to the next step.

## **Step 5: Think and Execute**

Take some time to process all the information (but not too much - keep in mind any deadlines mentioned in Step 2), and feel free to talk to others about any things you are unsure about. Then, the most important thing on this sheet:

Do you wish to proceed with doing the activity?

Yes

No

Regardless of choice, execute it. If yes, do the things necessary to take part, and if no, you may drop it.