



Making a Big “To Do”: Tips for a Daily Task List

Sometimes attempting to just craft our “To Do” list can be overwhelming, let alone actually tackling all the items on it. Here are some tips I’ve learned over the years:

🌀 **Do NOT make just one list.** If you write down 17 tasks to do and then, at the end of the day, you’ve only been able to cross off 4 items, you’ll feel defeated. Instead, split your list into three categories: **Today, Soon & Someday.** The first list is what you *have* to do today. The second is what you *want* to do if there is time and the third list holds those projects you may never get around to but would feel oh-so organized if you did!

🌀 **Make these three lists on an old-fashioned legal pad.** I put my “Today” list on the first page, my “Soon” list 5-10 pages from the front (so I’m not even seeing it today) and then, on the very last page, place your “Someday” list. You can keep adding to this list as you think of tasks. Each day, rip off the first page and start your “Today” list over. Of course, if you don’t finish the “Today” tasks, you can keep using that page until the jobs are all crossed off.

🌀 **Beyond just prioritizing by splitting into the three lists, micro-prioritize each list.** Even the things on your **Today** list will need to be in order. You can either write them in order of importance. (That usually takes a couple of tries and involves erasing and frustration.) Or, make the list and then wield a bright colored highlighter. Highlight only the first thing or two you must do. When they are done, cross them off and highlight something else. It doesn’t matter this way if they are in perfect order. Or, if you want to be more detailed, highlight the “must dos” in one color; then the second tier of tasks in a second color.

🌀 **If you want to get even more specific, split your Today list into three categories:**

To Do, To Call and Computer. This helps you to see your work in chunks. Do you have lots of computer work to do like answering and sending emails, writing, or ordering items online? How many phone calls must you make for that project at church or for your son's baseball team party?

This way, you can decide when it is best to do those tasks. If you have a half hour of calls to make and your child needs to be at his game 45 minutes before it starts, you can drop him off, go grab a coffee, head back to the ball diamond, position your lawn chair where you'll get a good view, and make your calls until the game starts and *you* have to start cheering.

with a little planning and creative list-making, your many tasks will soon go from "To Do" to "It's Done"!