



5 Steps to Master Your To-Do List

Step 1: Take a deep breath...or five, or 10.

In the words of Marie Forleo “Everything is Figureoutable”.

Check out a meditation app. Two of my fav’s are Calm, and Insight Timer.

Step 2: Brain dump.

Sit down with paper and a pen or pencil and dump every to-do in your mind on to the paper. Include both personal to do’s and business to-do’s.

Writing things down helps your brain process them differently.

Step 3: Now we start organizing.

You can either do this on the physical paper or use a digital tool. A few options that work well are a spreadsheet, a Word or Google Doc, or an app...my favorite to-do list app right now is called “Tasks”. Or you can use the template below.

- Organize your list first by personal and business.
- Note the date the item was added to the list.
- Consider how much time you THINK it will take you to complete each item.
- Now DOUBLE that time frame.

**I recommend keeping an ongoing to-do list, and shorter lists day by day. Post-it Notes of varying sizes are great for this!

Step 4: Start narrowing/prioritizing by asking yourself questions.

Your top priority is always serving your current clients or performing your current business duties.

- What business goals are you focused on right now? Star or highlight the to-do’s that are part of your priority goals.
- What to-do’s will help you reach more people with your business and be most visible?
- How much time do you have available to devote to your to-do list? Be realistic.

Step 5: Schedule your work sessions.

Make a date with yourself. Schedule time on your calendar to work on your to do items. Make sure you allocate enough time, and DON’T cancel on yourself. This is as important as any meeting, phone call, or appointment.

Extra Credit: Review your ongoing to-do list weekly, monthly, and quarterly for progress.



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On-Going To-Do List

Date Added	To-Do	Est. time needed	Date Completed

Notes: