



## Checklist 7 - Spend Your Morning On MITs

Project Name: \_\_\_\_\_

Date: \_\_\_\_\_

Yes No

*MITs are the Most Important Tasks that are needed to be done by the end of the day. Using this technique helps really well and can help in getting more organized in your work. Starting your mornings, listing your MITs is the most efficient way of time and task management, and it also helps in getting rid of that overwhelming feeling that you get from the unfinished tasks at the end of every day. Here is how you can start spending your mornings on MITs:*

### Create a List:

1

First, in the morning, create a list of the two or three major tasks that are important to be done in a day.

 

2

Keep this list separate from your ordinary to-do list.

 

3

You can use any app to take notes of the MITs. Open that app like Workflow, and start a new section for the day.

 

4

Write 2 or 3 most important tasks in that section.

 

5

Now start listing out MITs and non-MITs and add them under the log section.

 

Notes

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- 6 Start assigning blocks of time to each MIT and do them as soon as possible.
- Keep MITs flexible:**
- 7 Keep your list flexible, and as the new tasks come in, add them to the MITs list according to their urgency.
- 8 You can swap a new MIT with the old one if it is more urgent and work on it later in the day.
- 9 Start your morning by doing the first and most important tasks from your list and keep doing tasks depending on the number they are written on the list.
- 10 Keeping MITs list flexible will help you in getting more tasks done in a single day. Don't hesitate while adding new ones.
- 11 Set the tone of your day based on your MITs list and stay focused on these tasks.
- Review your tasks at the end of the day:**
- 12 Get an update about all the tasks by the end of the day.
- 13 Identify your areas of improvement by reviewing your daily progress.

*Notes*



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14

Now add a note for tomorrow morning.

 

15

Include all the tasks that are left this day to the MITs list of the next day.

 

16

Get your MITs done before doing any other tasks.

 

17

Plan your weeks and months according to your daily priorities.

 

18

At least one of your MITs should relate to your goals so that you stay motivated.

 

*Notes*