



Checklist 9 - Make A To-Do Lists

Project Name: _____

Date: _____

Yes No

Making lists is a personal thing that almost everyone with time management issues does at least once in their lifetime. Such to-do lists can help you in getting organized and getting things done on time with more efficiency. To achieve a goal, making to-do lists is the most effective way. There are many ways of creating to-do lists. Do you want to know these ways? See the instructions below and follow these to make the perfect and effective to-do lists:

Start by picking a medium:

1

First, pick a medium for writing your lists.

2

You can use your hands and a pen to create these lists, or there are many apps available now that help in creating to-do lists, you can make use of them as a medium for your writing as well.

3

Choose the medium which works best for you.

Now make multiple lists:

4

First create a master list and include all the long-term tasks in it.

5

Now create a weekly list and include all the tasks that you want to do in the next 7 days.

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6

After this, make a High impact list and add all the tasks and goals that you want to accomplish in the day.

7

Now each day, look for tasks from master and weekly lists to move them to High impact list, and get them done on time.

Stay simple:

8

You can add up to 10 tasks per day in your High impact to-do list.

9

Avoid adding too many tasks in this list, and move the remaining tasks to the master list.

Get you MITs done on time:

10

Include at least 2 most important tasks in your daily to-do list and get them done.

11

As these tasks are meaningful, finish them on time, and leave the rest of the tasks for the weekly project list if they are not done on time.

12

Break down your bigger tasks into smaller ones to reduce the fear factor and ass these smaller tasks in daily to-do lists.

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Mention all the information and time for each task:

13

Start including all the necessary information for each task in the list.

14

Mention the timings for each task in the list to get an arrangement of the tasks and finish them accordingly.

15

Pick up time from your day to schedule lists for the upcoming day.

16

Keep your to-do list flexible and add breaks between every two tasks to do them efficiently.

17

Do not stress over your lists and get at least one MIT done from one list.

Notes