

# To Do List TOP TIPS



**Do you frequently feel overwhelmed by the amount of work you have to do? Or do you sometimes just forget to do something important, so that people have to chase you to get work done?**

Both of these are symptoms of not keeping a proper 'To-Do List'. To-Do Lists are prioritized lists of all of the tasks that you need to carry out. They list everything that you have to do, with the most important tasks at the top of the list, and the least important tasks at the bottom.

## Preparing a To-Do List

- Start by writing down all of the tasks that you need to complete, and if they are large, break them down into their component elements.
- If these still seem large, break them down again.
- Do this until you have listed everything that you need to do. This may be a huge and intimidating list, but our next step makes it manageable!
- Next, run through these jobs, allocating priorities to them from A (very important, or very urgent) to F (unimportant, or not at all urgent).
- If too many tasks have a high priority, run through the list again and demote the less important ones.
- Once you have done this, rewrite the list in priority order.
- You will then have a precise plan that you can use to bring your workload under control.
- You will be able to tackle your tasks in order of importance or urgency.
- This allows you to separate important jobs from the many time-consuming and trivial ones that are clogging up your time.

### Tip:

Once you're comfortable with use of To-Do Lists, you need to start differentiating between urgency and importance.

### Key Points

Prioritized To-Do Lists are fundamentally important to efficient work. If you use To-Do Lists, you will ensure that:

- You remember to carry out all necessary tasks.
- You tackle the most important jobs first, and do not waste time on trivial tasks.
- You do not get stressed by a large number of unimportant jobs.

#	Date	Activities / Tasks / Items	Priority	Status	Status inputs	Priority	Weightage
1	08-09-2015	Get Groceries	High	Completed	Completed	High	5
2	08-09-2015	Call Mom	High		In Progress	Medium	3
3	08-09-2015	Get Dentist Appointment	Medium		Not Started	Low	1
4	08-09-2015	Pay Electricity Bill	Low				
Total Activities							4
Completed Score							5
Total Score							14
% Completed							35.7%