Task Taming- Making To-Do List work for You

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Benefits of using a To- Do List

1. **Boosts Motivation**
   - Creating a to-do list gives our brains a sense of accomplishment, even before starting the tasks.
   - This sense of accomplishment motivates us to complete the items on the list.

2. **Enhances Productivity**
   - To-do lists help us manage our time more effectively, allowing us to complete more tasks in a day.
   - With increased productivity, we can allocate time for self-care, rest, and self-reflection.

3. **Provides Structure**
   - A well-crafted to-do list acts as a roadmap for the day, guiding us through our tasks.
   - It ensures that nothing falls through the cracks and helps us stay on track.

4. **Facilitates Task Completion**
   - Our brains are hardwired to nudge us to complete unfinished tasks, making to-do lists a natural fit.
   - Checking off items from the list reinforces this drive, encouraging us to keep going.

5. **Improves Well-Being**
   - By organizing our tasks, we reduce stress and anxiety associated with forgetting or missing important tasks.
   - Completing tasks on our list contributes to a sense of achievement and overall well-being.

6. **Creates Time for Everything**
   - To-do lists help us allocate time efficiently, ensuring we can get all our tasks done.
   - This includes time for essential activities like self-care and rest, which further enhance productivity.

Creating an effective To-Do List

➤ List Actionable Objectives

- Each task should be clear and specific.
- Knowing exactly what needs to be done reduces overwhelm.
- Clear tasks are easier to tackle, leading to less procrastination.

➤ Avoid Vague Tasks

- Vague tasks can be overwhelming.
- They often lead to procrastination.
- Clear, actionable tasks promote action and completion.

➤ Name Your List

- Give your to-do list a title that reflects its purpose.
- This can help focus your efforts and provide context.

➤ Understand the "Why" Behind Each Task

- Knowing the reason for each task can increase motivation.
- Understanding the purpose helps prioritize tasks.

➤ Identify the Gremlin

- Recognize any barriers or challenges (the "gremlin") that might hinder task completion.
- Addressing these obstacles can improve your ability to complete tasks.

Rate each task on your To-Do List

Realize it's Time to Prioritize!

Analyze each task & give it a rating;

- **A =** Must Get Done
- **B =** Need to Get it Done
- **C =** Would be Nice to Get it Done
- **D =** Not That Important, do it when you can

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Crafting your To-Do List

1. ## Prioritize Hard "Starts":
   - ❖ Begin your day with tasks that require the most focus and energy (A-must get done tasks).
   - ❖ Starting with these sets a productive tone and frees up time for other tasks.

2. ## Set Actionable Objectives:
   - ❖ Include tasks in order of priority with clear objectives.

3. ## Include Time Allotted for Each Task:
   - ❖ Estimate the time needed for each task and note it on your list.
   - ❖ This helps your brain honor the timeframe, making you more efficient.

4. ## Be Realistic:
   - ❖ Create a list of tasks you can realistically accomplish on a daily basis.

5. ## Allow for Setup and Shutdown Time:
   - ❖ Include prep and wrap-up time for each task.
   - ❖ This covers setting up materials and tidying up afterward.

6. ## Include Buffer Time:
   - ❖ Allow at least 15 minutes between tasks for unexpected delays.
   - ❖ This helps maintain your schedule without feeling rushed.

7. ## Schedule Breaks:
   - ❖ Include time for breaks, lunch, and self-care.
   - ❖ Regular breaks improve focus and productivity.

My Takeaways ....

List 3 major takeaways from this micro-learning that YOU feel will help you more effectively use a to-do list to better manage your time at work as well as at home.

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