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To Do List

Jonathan K. Hari



To Do List:

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To Do Lists That Work Frankie Rain,2019-09-27 You ve been making lists your whole life Planning a birthday party Make a list of people to invite food to make and games to play Going shopping Make a list of everything you need to buy Going on holidays Make a list of things to pack and another list of activities to do while you re away That same advice extends to to do lists It s considered good practice to make and maintain a list of all the tasks you need to do You may even have a separate list for things to do at work and things to do at home Of course as you get busier and take on more responsibilities your to do lists continue to grow

Before long your to do lists have spiralled out of control and the list is no longer serving its purpose As to do lists become more complicated new problems emerge How do you prioritise the various items on your list Is it better to start with the easiest tasks every day You ll get the short term satisfaction of striking out four or five items from your list But when will you start the harder longer or more complicated tasks If you devote your energy to a longer or harder task when will you tackle the smaller admin style tasks What if everything you ve learned about time management and to do lists is wrong What if there s a better way of managing your time keeping track of your tasks and prioritising your workload What if you never needed to write a to do list again Here s what you can expect from this book Learn how successful people manage their time and keep track of their tasks Find out why the world s most successful people don t keep to do lists See first hand how successful people track their time using an everyday calendar Discover step by step methods to use your calendar to schedule everything Learn how to prioritise every single task on your list Find diagrams illustrations worked examples and calendar templates Make the transition from unmanageable to do lists to a perfectly organised calendar None of the ideas in this book are new That s the point Let s not bother with a new app or system or routine that claims to reinvent the way you write to do lists Instead why don t we look at the way successful people create to do lists that work No fluff no padding no repetition Short simple to the point Real life examples of to do lists that work from CEOs working parents students Suitable for beginners plenty to offer experienced time management experts Ready to use to do lists and calendar templates Diagrams illustrations and charts to explain every concept No sales pitch Everything you need is in this book In this book you will learn the do list formula used by the world s most successful people Are you ready to follow the example of the world s most successful and productive people Then let s get started moving away from to do lists and towards a simpler calendar system

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