



To-Do List Creation Checklist

Adjust Mindset

- What small things can I be grateful for?
i.e.: food, water, home, health, family, etc.
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List

- What appointments do I have today? ← **DAILY CALENDAR**
i.e.: appointments, commitments, meetings
 - What do I need to prepare for this week? ← **WEEKLY CALENDAR**
i.e.: events, critical meetings, deadlines
 - Which long-term results am I committed to? ← **LONG-TERM GOALS**
i.e.: project milestone, product, upcoming performance
 - What result, if achieved, will accelerate progress? ← **PROJECT LIST**
i.e.: management approval, stakeholder decision, design prototype, drawing, etc.
 - What issues, if not resolved, will slow down progress? ← **ISSUE LOG/OLD TO-DO LIST**
i.e.: questions, obstacles, time sensitive items
 - What recent success can I build upon? ← **RECENT WORK**
i.e.: previous result, healthy habit streak, new relationship, recent business success
 - What recent ideas can I expand upon? ← **NOTEBOOK(S)**
i.e.: insights, specifications, recommendations
 - Who do I need to reach-out to or follow-up with today? ← **STAKEHOLDER LIST**
i.e.: text, instant message, email, call, see, schedule meeting
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Chunk

- What items can I batch together and complete at the same time? → **RE-ORDER**
i.e.: same context - computer admin work, phone calls, errands, etc.
 - Which items have a similar end result/outcome? → **MERGE**
Draw an arrow that connects these items together
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Eliminate

- If I had a schedule conflict and was only able to do 25% the items on my list, which items would I need to defer to tomorrow? → **CROSS-OUT**
Cross-out half of the items that are deemed not essential at this point and time. Now, look at your new list cross-out half of the remaining items. In the end you will have 25% of your original list.
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Rank (each item individually)

- What effect will completing this item have on my life and lives of others?
→ **DRAW AN 'IMPACT' LINE NEXT TO EACH ITEM**
Start by making a small line next to the least significant item on your list that is not crossed out. Then, on the right side of each item, draw a line representing the impact the result will have on your life or the life's of others, relative to the least significant item on your list.
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