

Mastering Your To Do List

Randy Crane, *Once Upon YOUR Time*

- € 50% admitted to writing down tasks they have already done, then triumphantly crossing them off.¹
- € 96% said their lives are better with to do lists.¹
- € 41% of to do list items are never completed.²

A1 Scheduling

4 Steps to Master Your To Do List

1) GO THROUGH YOUR LIST AND PUT AN "A", "B", OR "C" NEXT TO EACH ITEM

... depending on whether it is both urgent and important ("A"), important but not urgent ("B") or urgent but not important ("C").

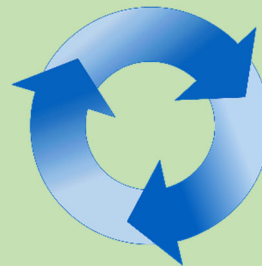
2) REARRANGE THEM

... so all your A's are together, all your B's are together, and all your C's are together.



3) IN SECTION 'A', ASK YOURSELF, "IF I CAN GET ONLY ONE THING DONE TODAY, WHAT DOES IT HAVE TO BE?"

Put a "1" next to that. Then ask, "If I can one more thing done, what will it be?" Put a "2" next to that.



4) CONTINUE UNTIL EVERYTHING IN SECTION "A" HAS A NUMBER.

Then do the same thing with the other two sections.



MY "SECRET SAUCE": EASIEST FIRST, HIGHEST NEXT

Start with something enjoyable from Section A, something you're looking forward to and that's relatively easy. Now, right after that, keep the momentum going by moving straight into your A1 task.

Adapted by Randy Crane from:

Ramsey, D. (2012). *Entreleadership: 20 Years of Practical Business Wisdom from the Trenches*. Howard Books.

¹ Cagen, S. (2007). *To do list: From buying milk to finding a soul mate, what our lists reveal about us*. New York: Simon & Schuster.

² Choi, J., & Chen, W. (2014). *The Busy Person's Guide to the Done List*. IDoneThis.