

Tips for completing your to do list

1 Limit your to do list to 8 tasks max.

2 Add tasks that are as specific as possible.

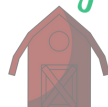
3 Add tasks in order of priority. Make sure you're adding the most important ones first.

4 Zero out your to do list each evening.

5 Set aside some time each evening to go over your to do list and create your list for tomorrow. You'll wake up knowing exactly what needs to be done.

6 Create a weekly to do list to help you with organizing your daily to do list.

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My Daily To Do List

1

5

2

6

3

7

4

8

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1

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