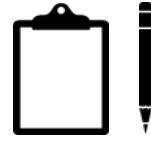




## To Do to Ta Da!



**Increase your productivity and stay organized by using To Do lists!**

### List-Making Tips

- ◆ Write tasks down as a specific action (e.g., “contact 3 moving companies,” instead of “find movers”).
- ◆ If a task feels too overwhelming, ask yourself “What is step #1 to get this task done?” Step #1 then becomes your new to-do item.
- ◆ Reorganize your To Do list(s) on a daily or weekly basis.

### Keep Two Separate Lists

- ◆ **List #1: “Action Items”** — create a daily To Do list with no more than 3 tasks.
- ◆ **List #2: “Ongoing Tasks”** — keep a separate list with ongoing tasks.

### Prioritize Your Tasks

- ◆ Prioritize and rate items in order of importance.
- ◆ Color code or use numbers to organize high vs. low priorities.
- ◆ Set due dates for each item.

### Try out a (free) app

- ◆ Todoist
- ◆ Wunderlist
- ◆ Google Keep
- ◆ Any.do
- ◆ ...and many more!

### Ta Da List

*Make a list of completed tasks to shift the focus towards what you have accomplished!*

- ✓ After you complete a task, write it down on a separate piece of paper.
- ✓ Personalize your Ta Da list by adding stickers or using colorful stationery.
- ✓ Create a new Ta Da list daily or weekly.

#### References:

[https://www.huffpost.com/entry/5-surprising-steps-to-a-more-effective-to-do-list\\_n\\_10107690](https://www.huffpost.com/entry/5-surprising-steps-to-a-more-effective-to-do-list_n_10107690)

<https://psychcentral.com/blog/how-to-write-an-effective-to-do-list/>

<https://www.forbes.com/sites/vanessaloder/2014/06/02/five-best-to-do-list-tips/#54dec94c651>