

# HOW TO CRUSH YOUR TO-DO LIST

Have you been struggling to cross literally ANYTHING off of your never-ending to-do list? Not sure how to get more productive with your time and tasks? We got you.

- Why are to-do lists so necessary? Research shows that to-do lists actually help reduce anxiety, provide daily structure, and improve overall job performance. It makes sense, since leaving tasks unfinished causes continued stress and unconsciously interferes with other goals you're trying to tackle.
- What makes a good to-do list? No matter which method you choose, every solid to-do list requires ruthless prioritization. Make a habit of brain-dumping all of the tasks that are hanging over you, and then focus on the ones that are truly important and time-sensitive. It's also key to get real about how many tasks you can actually accomplish in a day, so that unrealistic to-do lists don't cause you unnecessary stress.

## Teach Me How To Adult's top 3 to-do list methods:

- The Ivy Lee Method: A wildly successful businessman's guide to getting laser-focused and planning your top priorities before the day has started.
- The Eisenhower Matrix: The former US President's productivity hack to organizing your to-dos by urgency and importance, and delegating or cutting out the bullshit tasks.
- Warren Buffett's two-list strategy: The legendary business tycoon's super simple method for focusing on the crucial stuff and eliminating distractions.



Print the following templates out and use them each for a few weeks to test which To-Do list method helps you get shit done.



Listen to our [to-do list episode \(#31\) on Teach Me How To Adult Podcast](#) for more tips and advice on how you can crush your tasks & productivity!

# WARREN BUFFETT'S TWO LIST METHOD

Write down the top 25 things you want to accomplish this week. Then circle your top 5 goals or tasks and move them to the separate list at the top of this page. Put all other tasks on the "avoid at all cost" list. (These are tasks are time-sucks that will distract you from your priorities. You can tackle those once you finish your top 5.)

## THE TOP 5 TO-DOS

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## AVOID AT ALL COST!

<input type="radio"/> _____	<input type="radio"/> _____
<input type="radio"/> _____	<input type="radio"/> _____
<input type="radio"/> _____	<input type="radio"/> _____
<input type="radio"/> _____	<input type="radio"/> _____
<input type="radio"/> _____	<input type="radio"/> _____
<input type="radio"/> _____	<input type="radio"/> _____
<input type="radio"/> _____	<input type="radio"/> _____
<input type="radio"/> _____	<input type="radio"/> _____
<input type="radio"/> _____	<input type="radio"/> _____
<input type="radio"/> _____	<input type="radio"/> _____

# THE IVY LEE METHOD

At the end of each day, write down the 6 most important things you need to get done tomorrow, in order of importance. The next day, put all of your focus on that first task until it's complete, then move on to task #2. At the end of the day, move any unfinished tasks to a new list of top 6 to-dos to tackle tomorrow. Repeat daily!

## MONDAY

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## TUESDAY

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## WEDNESDAY

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## THURSDAY

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## FRIDAY

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## SATURDAY

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## SUNDAY

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## NOTES

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

# THE EISENHOWER MATRIX

This was former US President Eisenhower's secret sauce for productivity. Write down everything you need to get done, then separate it all into the below four categories:

- Urgent & important (things with clear deadlines that require immediate action, ie: client deadlines, important payments, critical medical appointments)
- Important, but not urgent (tasks that are crucial for your goals, but not time-sensitive, so you can schedule them for later, ie: networking, quarterly planning, car servicing)
- Urgent, but not important (things that must be done, but that you could delegate for efficiency, ie: cleaning, meal prep, social media community management)
- Not important or urgent (unessential distractions that you could eliminate altogether, ie: manicure appointment, shopping or Zoom drinks)

	URGENT	NOT URGENT
IMPORTANT	<u>DO IT</u>	<u>SCHEDULE IT</u>
NOT IMPORTANT	<u>DELEGATE IT</u>	<u>DELETE IT</u>