

Big 3 task list

HOW EFFECTIVELY WRITE A DAILY TO-DO LIST

Limit yourself to 3 main tasks to accomplish for the day. Each task should be specific and something you can fully complete in the time you have today. If it's larger than that, break it down into smaller steps. Do your best to make a reasonable estimate of how much time it will take to complete. Don't over-schedule yourself. Plan for SUCCESS. Being able to fully complete your Big 3 tasks creates a sense of accomplishment which creates momentum. If you can mark all of your Big 3 as complete by the end of the day, you call that a VICTORY! And remember, this is a skill that will take practice to implement and improve. Don't give up.

Keep trying to get better at it each day!

PRIORITY TASK #1:

PRIORITY TASK #2:

PRIORITY TASK #3:
