

How To Use A To-Do List to Actually Get Stuff Done

Learn How To make a to do list and actually use it to get stuff done! Use this free printable to plan out your task list for the week and be more productive!

Create Master To Do List

- Brain dump all of the things you want to accomplish onto a master to-do list

Categorize Tasks

- to-do now
- to-do this week
- to-do on a certain date
- to-do anytime

Allocate Priority Tasks

- Write the list of tasks to be done now in your planner at the soonest date.

Write in Your Planner

- The tasks to be done on a certain date first
- Then the to-do this week tasks on a day that is lighter
- Fill in the to-do any time in a sidebar of your planner.