

To Do / Tah-Dah

THE BEST TO DO LIST, EVER.

This is the ultimate to-do list creator! Finally — create a quiet mind. Get rid of all of the cobwebs in your brain that are catching the noise from the demands of your busy life! Follow this process step-by-step and watch what happens!

Start here!



Write down EVERYTHING on your mind at this time. Include any thoughts! All of it! Be as creative with the way you use the page as you need to be. Some people make a list, others map it out... however it works for you is cool! Get it all out. Everything.



Put the pen down, get up, and WALK AWAY. Yep, come back in a bit.



Write down 10 more things. Yep, 10. Even more if you can get them out of that pretty little head of yours!

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Highlight the items on your list that can be delegated (if you have someone to delegate to, if not...skip).

~~Cross-out~~ what doesn't need to be done.

Circle what you MUST DO.

Put the list down, walk away, come back to it in NO LESS THAN 10 MINUTES. Highlight three more items that were previously circled. Even more, if you can handle it!

Create your delegation list!

Write out a new list of all of the highlighted items. Delegate it out! If you don't have anyone to delegate to, weave it into your new to-do list.

With the items left circled, organize your new to-do list:

- Put a (1) by the items that need to be done today
- a (2) by the items that need to be done this week
- a (3) by the items that need to be done in the next couple of weeks
- a (4) by the items that can wait for a month
- a (5) for the items that can wait for a couple of months

Now process!

Playsheet for To Do/Tah-Dah

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Delegation List:

Delegation List:

To-do list:

To-do list:

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