DATE _____

Today's *to-do list.*

The three that matter go at the top, everything else below. One task per line, each written as a step you could start right now.

III **TOP THREE**

1 ○ _____

2 ○ _____

3 ○ _____

ALSO TODAY

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

○ _____

NOTES

DATE _____

Today's list, *short enough to finish.*

One that matters most, three that matter, five small ones, each with the minutes it will really take. If the total is more than the day has, move something to Not today.

I **THE ONE** DO IT FIRST MIN

- ◯ _____ _____

III **THREE** IF THE DAY ALLOWS MIN

- ◯ _____ _____
- ◯ _____ _____
- ◯ _____ _____

V **FIVE SMALL** TEN MINUTES OR LESS MIN

- ◯ _____ _____
- ◯ _____ _____
- ◯ _____ _____
- ◯ _____ _____
- ◯ _____ _____

FREE TIME TODAY _____ **PLANNED**, ALL NINE _____

NOT TODAY CAME UP, FOR LATER

WEEK OF _____

This week, *a day for every task.*

Write the week's three that matter first. Then give each task a day, a light one when the day is full of meetings. Whatever has no day goes to next week or gets crossed out.

III THE WEEK'S THREE

1 _____ 2 _____ 3 _____

MONDAY
DATE _____

- ○ _____
- ○ _____
- ○ _____
- ○ _____

TUESDAY
DATE _____

- ○ _____
- ○ _____
- ○ _____
- ○ _____

WEDNESDAY
DATE _____

- ○ _____
- ○ _____
- ○ _____
- ○ _____

THURSDAY
DATE _____

- ○ _____
- ○ _____
- ○ _____
- ○ _____

FRIDAY
DATE _____

- ○ _____
- ○ _____
- ○ _____
- ○ _____

SATURDAY
DATE _____

- ○ _____
- ○ _____
- ○ _____
- ○ _____

SUNDAY
DATE _____

- ○ _____
- ○ _____
- ○ _____
- ○ _____

NEXT WEEK
OR WAITING ON

- ○ _____
- ○ _____
- ○ _____
- ○ _____

DATE _____

Urgent or important? *Sort before you start.*

When the list is too long to finish, put every task in one of four boxes. Do the first box today, give the second a date, hand off or shrink the third, and let the fourth go.

	URGENT	NOT URGENT
IMPORTANT	**I Do today** *A deadline is close and it matters. These go on today's list.*	**II Give it a date** *Matters, but nothing forces it, so it never gets done unless a day is set.*
NOT IMPORTANT	**III Hand off or shrink** *Feels pressing, but someone else could do it, or a quicker version would do.*	**IV Let it go** *Neither. Cross it out here so it stops coming back.*

WATCH FOR *The urgent box fills itself. Put one task from box two on tomorrow's list, with a time.*

DATE Tue, Jan 12

Today's list, *short enough to finish.*

One that matters most, three that matter, five small ones, each with the minutes it will really take. If the total is more than the day has, move something to Not today.

I	THE ONE DO IT FIRST	MIN
☑	Draft the Q1 budget, first pass	90

III	THREE IF THE DAY ALLOWS	MIN
☑	Reply to Dana about the venue	15
☑	Review Sam's slides, comments only	30
☐	Call the bank about the card fee	20

V	FIVE SMALL TEN MINUTES OR LESS	MIN
☑	Pay the water bill	5
☑	Book a haircut for Saturday	5
☑	Order printer ink	5
☑	Text Mom back about Sunday	5
☐	Return the library books	5

FREE TIME TODAY 240 **PLANNED**, ALL NINE 180

NOT TODAY CAME UP, FOR LATER

Ask IT why the VPN drops (came up at 11)

Look at flights for the April trip

~~New bag for the laptop?~~

Idea: shared calendar for the team