

Ways to Keep Track



of Your To-Do's

PAPER & ANALOG

- A notebook or planner
- Sticky notes on your laptop/monitor/mirror
- Index cards (color-coded)
- A printed to-do template
- A physical whiteboard or cork board
- A big wall calendar

DIGITAL

- A calendar app
- A reminders app
- Alarms with notes
- Voice memos
- A dedicated to-do app
- Emails or messages to yourself

TIPS

- Prioritize your to-do's using a system that works for you (e.g., color-coding, top ones first, batching similar tasks together).
- Break big tasks into smaller ones (e.g., instead of 'clean the house', have specific tasks like 'vacuum the living room floor').
- If something takes less than a couple minutes, just do it now rather than let it sit on your to-do list for a while.
- Have a daily, weekly, and monthly review.
- Pair your to-do's with rewards, and allocate small rewards for doing the smaller tasks and bigger rewards for crossing off the big to-do's.
- Limit your daily list to an achievable and realistic number of tasks.
- Be kind to yourself if you haven't achieved everything on your list, and revisit and reprioritize the list to make it easier to complete the next day.