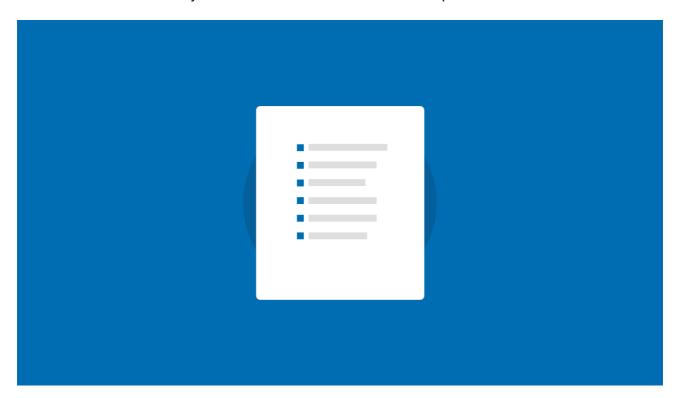
How To Use A To-Do List to Actually Get Stuff Done

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	t

Categorize Tasks

t	o-do this week
t	o-do on a certain date
t	o-do now
t	o-do anytime

Allocate Priority Tasks

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

Make and Share Free Checklists

