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!



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

Create Master To Do List

Categorize Tasks

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

Allocate Priority Tasks

Write in Your Planner

- [ ] The tasks to be done on a certain date first
- [ ] Write the list of tasks to be done now in your planner at the soonest date.
- [ ] 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.

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