

# 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

## Categorize Tasks

- ☐ to-do this week
- ☐ to-do on a certain date
- ☐ to-do now
- ☐ to-do anytime

## Allocate Priority Tasks

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

## 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.

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