

THE ART OF THE TO-DO

THE IMPORTANCE

I get a lot of questions about how I stay organized... and let us just say, while it comes pretty naturally to me, it's not easy. Between my career, relationships and a social life to maintain - it's a lot! So how do I (try to) manage it all? I swear by the good old fashioned TO DO LIST. I make lists on the daily and check them off with a-vengeance (nothing feels better than crossing things off). Not only are to-do lists psychologically satisfying, they are brain dumps, which means that information doesn't stay stuck in your brain to overwhelm you. I sleep with a notepad next to my bed to jot down things I need to do the following day and then organize them when I wake up.

THE PROCESS

STEPS 1.2.3

GET A NOTEBOOK SPECIFICALLY FOR TO-DO LISTS

This maybe seems excessive but having one notebook or notepad dedicated to your to-do's makes things simple and you can keep it right next to your bed at all times.

WAKE UP & MAKE YOUR LIST

It's best to get your list out of the way ASAP that way you get everything off your mind and onto paper before you can even get anxious about it (hence the notebook next to your bed).

I do this post- morning routine

ASSIGN TIMES TO YOUR TASKS

This is an extra step, but is so necessary. If you know that something is going to take you an hour vs. 15 minutes, you'll be better able to plan out your day. Game-changer.

STEPS 4.5.6

CHOOSE YOUR PRIORITIES/NON-NEGOTIABLES

Choose/highlight the 3-5 things you absolutely must get done that day and do them before noon. If you can get the 'musts' off your plate before everything else, the rest of your day will feel stress free & everything else will seem like a piece of cake.

CHOOSE THE 3 THINGS YOU'RE MOST LAX ABOUT GETTING DONE

If you're like me, your to-do list is somewhat aspirational, in that, I like to get things done earlier than need be to get ahead of myself. That said, there are usually 3 things that would be great if I could get to today, but if not, I'm not stressing. As you choose your priorities, choose the few things that will be okay if they spill over into the next day.

PHYSICALLY CHECK YOUR TO-DO LIST OFF

I'm a big fan of the written list (opposed to a phone list) because you can really check it off as you finish a task. This helps you visualize how much you've gotten done vs. what you still need to do.