these tips will help you use
to-do lists more effectively

why use a to-do list?

to-do lists move information
outside of your memory,
onto a piece of paper

this is called
externalizing information

if something is written down in
a place you will see, you don't
need to worry about forgetting it

people who struggle with
forgetfulness, inattention, and
low motivation can benefit from
using to-do lists

to-do list basics

use no more than **two** to-do lists:
one for school/work and one for
personal tasks and commitments

all tasks should go on one of
these two lists (no sticky notes)

write your to-do lists on **paper**
(no smartphone apps)

keep your to-do lists in an
easily visible place where you
will look at them at least
once every day

ideally, you will keep your
to-do lists in a visible place
where you can look at them
multiple times throughout the day

break up big tasks into small ones

will any task on your to-do list
take more than **30 minutes**?

is there a task you are avoiding,
one that has been on your to-do
list for a while?

break these up into smaller steps

you can also try writing only
the next unfinished step
on your to-do list

for example: instead of writing
"wash clothes," you could write
"gather clothes into
laundry basket."

prioritize tasks

visually mark the most important
or urgent items on your to-do list

for example: you can circle,
underline, or star these items

beware of perfectionism
striving to maintain a perfectly
organized or aesthetically
pleasing to-do list will
discourage you from using it

give yourself permission to keep
a messy imperfect list
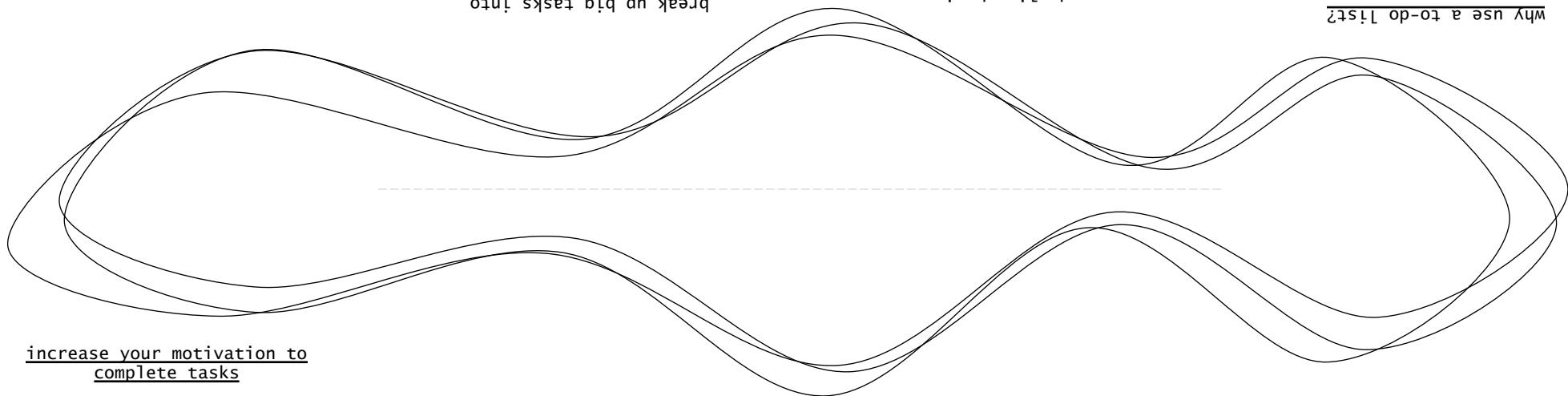
increase your motivation to complete tasks

not making progress
on your to-do list?

schedule alarms or electronic
reminders to remind you to
look at your to-do list
throughout the day

when adding tasks to your to-do
list, write **why** completing the
task is important to you

for example: instead of writing
"gather clothes into laundry
basket" you could write "gather
clothes into laundry basket so
my floor will be tidy and
my bedroom will be
more restful"

record completion dates

next to each completed item,
write the date you crossed it
off of your to-do list

save old lists as a reminder of
all the past goals you achieved

give yourself a chance to establish new habits

it takes time to establish
new habits

commit to using these tips
every day for **four weeks**
before you decide they
won't work for you

littlebetterzine.com

things you can do to feel a little better

#3

achieve your goals with
better to-do lists