



GET YOUR TO-DO'S *done!*

This set of worksheets will help you make a super plan AND get all of those TO-DO's DONE (finally!) Sometimes it's easy to get overwhelmed with everything you feel like you must do right now, what you have to get done soon and what you would like to do. I recommend that you try to block off at least one - two hours per day to maximize your efforts to CONQUER your to do list!

Using this worksheet is VERY simple!

First, Save it to your desktop and either print it OR open it to fill it out on your pc.

Second, Add your tasks on the appropriate sheets for MUST, SOON, or WANT under 'Thing to do'.

Third, Add the due date or deadline, or your desired completion date for each task under 'Done By'.

Fourth, Record the time each task will take under 'Time it' (an estimate will due, it's also good allow a little extra time for each task).

Fifth, Plan when you will actually do the task. You can include a date or day here. TIP: If you have an hour, try to get done 1 task that will take an hour, 2 that take 30 minutes or 4 that take about 15 minutes each.

Sixth, once it's done check it off the list (and have a dance party!)

This is a super easy system that will help you constantly stay on top of everything you have to do minus the overwhelm!

MUST do's

THING TO DO...

DONE BY,,, TIME IT... DO IT...

done!

SOON *do's*

THING TO DO...

DONE BY,,, TIME IT... DO IT...

done!

WANT *do's*

THING TO DO...

DONE BY,,, TIME IT... DO IT...

done!