4 Steps to a killer TO-DO-List

Akhilesh Gupta on LinkedIn

If you go online and start reading about how to develop a effective To-Do-List, you would get steps like I have mentioned below, but are they truly the most efficient way to keep a list, I have my doubts, and the approach varies from person to person. Here are a few things you can do to improve the quality of your list and make them work for you as a tool which will improve your overall time management and efficiency over time:

1. Create your To-Do-List daily:
Why do you have to create a new list everyday, why can't this be a running list, on a daily bases you keep adding task to the list. Maintaining a running list helps you avoid disconnect between activities, it is also a wonderful way to keep yourself stay motivated to take more action regularly, and the more you accomplish the more you are driven to finish more.

2. Create your To-Do-List the night before:
This is probably the worst time to create a list for a couple of reasons, one is that you are tired after a hectic day at work, your brain doesn't want to put the effort to think anymore, even if you attempted to put something together, there is a very good chance that you will not remember everything that

needs to go on this list. An effective way to maintain your list is to start putting things on it first thing in the morning, and throughout the day, keep updating by adding and scratching things you have completed. This activity train or mind to subconscious keep searching for task to complete as a result you end up doing a lot more then what you had initially thought of putting on your To-Do-list.

3. Prioritize your list:

Everyone talk about prioritizing your activities on a list but no one explains or writes how to do so. This is such an important activity, if done right can make you a Guru of time management. I can write a whole new article about this topic. One simple step is to make each task time bound or put a realistic deadline to accomplish it, for example if my task is to send 6 emails which requires 30 minutes of my time. Doing so automatically makes the activity measurable, it also gives you the ability to place it in a 30-minute slot during your workday. Similarly, putting a time limit on things helps you put activities in various slots during the day assisting in efficient utilization of the most important resource called time.

4. Keep it simple:

A lot of article writers under this topic normally are trying to say that your tasks should be simple and clear for you to understand, I feel a more important thing is that these tasks should be written as short-term goals, they should be crystal clear stating the purpose that will be accomplished after you have completed it.

Example of a simple task: Go to the Gym

Example of crystal clear task: Do 60 minutes Cardio at the Gym burn 700 calories.

Do you see the difference in both the statements? Which one of the above mentioned tasks will make you feel accomplished and you will enjoy scratching it off your To-Do-List?

Author – Akhilesh Gupta
Director – Praxis Leaders
Visit us – www.praxisleaders.com
Or email me your comments – Akhilesh.gupta@praxisleaders.com