

TACKLING YOUR TO-DO LIST

Create a to-do list.

Try to capture and organize what's on your plate. Your to-do list might be a simple bulleted list. Or you may choose to use a software based approach, so your list can be synced to your phone or email.

Review your to-do list regularly.

Pick a regular day and time to look at your list. It might be at the start of your work week, or at the end.

Work off of your list day to day.

Make a time-block plan, where you reserve segments of time in your calendar for specific tasks. Focus only on those during that time.

Be sure your to-do list is concrete.

The more concrete your plan, the more likely you are to stick to it, and the harder it will be to let things slide.



These tips were adapted from the LifeWorks podcast "Tackling Your To-Do List," featuring Cal Newport, author of *So Good They Can't Ignore You* and the Study Hacks blog.