

Lesson 4

Organizing - Lists

DAILY TO-DO CHECKLIST

- Write down every task you plan to complete in the course of your day.
- Using the Eisenhower Priority Matrix, organize your tasks by importance, with highest priority activities at the top. Start at the top and work your way down as you complete tasks.
- As new tasks come up throughout the day, write them down on the list and organize them according to importance. This will keep you from jumping from task to task, reacting to “fire drills” without finishing your top priorities.
- If you take notes in meetings or on phone calls, highlight or make a special note so you can add all new assignments to your to-do list.
- Write down due dates next to each item for quick reference to help you categorize and prioritize your tasks.
- Make sure your list stands out and doesn't get lost in paperwork or clutter.
- Keep your list in sight and easily accessible.

HOUSEHOLD MASTER LISTS

- **Business Travel Checklist:** This will include things you need to do to prepare for being away from home and the office, a packing checklist, and a list of what to leave for a house sitter or pet caregiver.
- **Cleaning Schedule:** Use this to break up cleaning chores by day, week, month and year.
- **Important Contacts List:** Get down all important contacts on paper and in one place – including contact numbers, names, and addresses for use in an emergency situation.
- **Vacation Packing List:** Make packing a snap with a checklist that includes what you really need to take.