



Your To-Do List

A To-Do List is a great way to prioritize and keep track of work you need to get done

- You can either organize your to-do list like mine, or any way that you like
- I organize tasks in my to-do list based on 2 factors: Urgency and importance
- Based on this, I classify tasks as:
 - Urgent and important
 - Urgent but not important
 - Important but not urgent
 - Neither urgent nor important
- You can create this To-Do list on any platform. You can use Google Keep, a notes app, or even pen and paper

Use the Rule of the One as well as the Rule of the 3 to prioritize your most important tasks and avoid getting overwhelmed