My 7 tips to creating the ultimate to do list

1. Write **EVERYTHING** down avoid relying on memory. List every task, including admin jobs like sending invoices, ordering materials, or returning calls. Written planning reduces mistakes and improves organisation. I personally like to include my home admin tasks when I am WFH.
2. Use the **Have To / Need To / Want To** method **Have To**: urgent tasks with deadlines (client jobs, payroll, compliance). **Need To:** important tasks that keep the business running (quotes, ordering stock). **Want To:** growth tasks (marketing, improving systems, training). This is where I will add my WFH tasks.
3. Keep your list **REALISTIC**, focus on achievable daily goals. Overloading your list leads to unfinished work and unnecessary stress. If you **HAVE** to get 1 thing done everything can be pushed to down the list. Creating a list that you cannot complete might mean you need an extra pair of hands 😉
4. Spend 5 minutes each morning reviewing priorities - these **WILL** change everyday and the list will unfortunately rarely get smaller but things should definitely be moving.
5. Link tasks to your diary if something **MUST** be done at a specific time, put it in your calendar, not just your list. This will prompt you from what you're doing and help you understand how much time you're spending on tasks. Double the work you say? Look it's a guide but trust me it works.
6. Spend 5 minutes at the end of the day admiring your ticks or crossing out and add anything on you may think of, you can ALWAYS change it it is **YOUR** list.
7. Keep it **SIMPLE** your to-do list should make **work easier**, not more complicated. Use a consistent layout and review it regularly.

I have drawn up a simple example for you to use or adapt as you wish to get you started.