

To-Do Lists

The five basic categories of to-do items:

1. Daily repeating items, i.e. shower, eat, drive to work.
2. Other-than-daily repeating items, i.e. wash car, groceries, pay bills.
3. Appointments, i.e. things that come with time/date/commitment.
4. To-do list items that are great ideas. (No commitment)
5. To-do list items that have a commitment.
 - a. Projects, i.e. finish website, organize office.
 - b. Actionable items, i.e. call the supplier, buy file cabinet at ...

- It is important to separate out categories one and two because they create the structure of your week. This pattern is referred to as the master schedule.

- Categories one and two need to be written down once and then memorized. (They are usually not written down more than once.) Normal people keep this pattern in their head.

- Appointments are an anomaly when considering to-do lists. They should not appear on one. By their very nature, they should go directly to the calendar. They have a time/date and a commitment.

- Category four is where most items will appear first. It is important to separate the items that do not have a commitment from those that do.

- Category five is the proper to-do list.