

MASTER TASK LIST

The Strategy

PART 01

Step 1: Pick your container

- Digital (e.g. Notes, OneNote, Todoist, Notion)
- Paper (e.g. Notebook, planner, whiteboard)
- Hybrid (e.g. Sticky notes you later transfer)

Step 2: Brain Dump

Rules:

- Write everything that comes to mind.
- No order, no judgement.
- Capture big + small tasks.

 *Make a separate 'Side Quests' list for energising/fun ideas.*

Step 3: Park it

Think of this as a **parking lot** for your tasks.

Not a daily to-do.

Not a guilt trip.

Just a safe holding pen.

Step 4: Daily To-Do List

Now you've built your brain's external hard drive, make a separate daily (or weekly) task list. Move only what you can **realistically** do in a day to this list.

 **Keeping your daily list separate prevents overwhelm.**

Step 5: The Done List

Move completed tasks here. Keeping track of what you've done creates dopamine and motivation.

Step 6: Review & Refresh

- Cross off wins
- Update what's relevant
- Add anything new

THE TEMPLATES

DAILY TO-DO

Date: _____

★ TODAY'S ONE THING

✓ MUST-DO (3 MAX)

1. _____

2. _____

3. _____

+ NICE-TO-DO

🎉 END OF DAY REFLECTION

What worked?

Carry over?

WEEKLY PLANNER w/c: _____

★ TOP 3 PRIORITIES

1. _____

2. _____

3. _____

☰ MASTER -> THIS WEEK

WEEKLY RESET CHECKLIST

- Completed top 3?
- What mattered?
- What can be deleted?