

# MASTER TASK LIST

## Part 01: The Strategy

EXERCISE 12

Think of the Master List as your brain's external hard drive. It's a safe place to park tasks so you can stop using your working memory to "remember to remember."

### STEP 1: PICK YOUR CONTAINER

- Digital (Todoist, Notion, Notes)
- Paper (Notebook, Planner)
- Hybrid (Sticky notes to digital)

### STEP 2: BRAIN DUMP

Rules: No order, no judgement, big and small. Capture 'Side Quests' for fun ideas.

### STEP 3: PARK IT

This is a **parking lot**. It is not your daily to-do list. It is not a guilt trip. It is a safe holding pen.

## IMPLEMENTATION

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### DAILY TO-DO LIST

Make a separate daily list. Move only what you can realistically do in 24 hours here. Keeping them separate prevents the "paralysis" of a 50-item list.

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### THE DONE LIST

Move completed tasks here. Tracking what you've actually achieved creates a vital dopamine loop.

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### REVIEW & REFRESH

- Cross off wins
- Update relevance
- Add new



TURN OVER FOR THE DAILY TEMPLATE →

# Daily To-Do Template

DATE: \_\_\_\_\_

## THE NON-NEGOTIABLE

### Today's One Thing

*If I only get this one thing done, today was a success.*

## ⚠ MUST-DO (3 MAX)

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## 😊 NICE-TO-DO (IF CAPACITY ALLOWS)

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# END OF DAY REFLECTION

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 **What worked today?**

 **Things to carry forward:**

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***"Progress is progress, no matter how small."***