

MASTER TASK LIST

Part 01: The Strategy

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

4

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.

5

THE DONE LIST

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

6

REVIEW & REFRESH

- Cross off wins
- Update relevance
- Add new



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)

😊 NICE-TO-DO (IF CAPACITY ALLOWS)

END OF DAY REFLECTION

 **What worked today?**

 **Things to carry forward:**

"Progress is progress, no matter how small."