

3-steps to getting your To-Do Now tasks done

Do you have so many things on your plate it's hard to know where to begin? With demands for your time coming at you from all sides, how can you remember everything there is to do?

Priorities change constantly as new fires come at you during the day. Organizing your To-Dos helps you know what you have to do, and what to get done first.

To-do now items include anything you need to do right away.

There are so many items that seem to require your immediate attention. Capturing them helps you see which items are the most important for you to accomplish; and lets you weed out those items, which do not really require immediate action. You are the one who can make action happen.

To-do now items can include simple or complex tasks.

For complex and time-consuming to-do items, you will need to plan adequate time for completion. You may want to put all other things aside, so you can focus on what matters most. For small and simple tasks, you might want to consider bunching them together to be more efficient. For example, you can make all of your phone calls at once.

To-do now items come in low, medium, and high priority.

Consider your overall job objectives when you assign priority to your tasks. You may want to put a simple A, B, or C next to each item. Then, as you look at those items marked C, you will find some items that do not actually require immediate attention and can be scheduled as a To-Do later task.

Apply the Smead Organomics principles for "To-Do Now" items.

You can put "TO-DO NOW" items to work for you, if you follow the following steps:

1. Capture.

No matter how new tasks come in (meetings, phone calls, emails...), write them all down. Don't rely on your memory.

2. Centralize.

Get all of them in one place so you can see everything you have to do. Use one list for all of your To-Do Now tasks, regardless of how they originate. Make it a habit to go to the same place when you need to write something down or check what needs to be done.

3. Prioritize.

Put them in order of priority so you know where to start. Keep focused on the top priority tasks first. Avoid being distracted by interruptions or low priority work.

Use these principles to make sure you remember everything you have to do, and which things come first. Now you can get to work fully confident that you're doing the most important things in the right order.

