

Building a Better To Do List

GoSkills online course syllabus

Skill level

Beginner

Lessons

25

Pre-requisites

No prior experience needed

Video duration

48m

Estimated study time

48m 43s

Instructor

Mike Vardy

Introduction

- 1 To-do lists should be more doable
To-do lists are chock full of tasks and feel daunting to complete.

To-Do Lists Facts and Fiction

- 2 The to-do list must evolve
Back when we lived in simpler times, to-do lists were less complex.
- 3 Common to-do list mistakes
Have you ever looked at your to-do list and felt lost, stuck, or uninspired by it?
- 4 What goes on a to-do list
Your to-do list can make the difference between what you dream about and what you actually do.
- 5 What doesn't go on a to-do list
The do list is action driven.

The Anatomy of a To-Do

- 6 What is a to-do item?
A to-do is an action you need to complete.
- 7 The value of verbs on to-do lists
The best to-do lists use verbs to make action statements. In this lesson, you'll explore why verbs are valuable, and three qualities of verbs.

8 Adding minimum viable details
The items on your to-do list don't have to be overly detailed.

9 Creating an attention path
Intention without attention is powerless.

Paying Attention

10 Using dates on your to-do list
If you're only worrying about the due date, you're missing all the steps that must be completed well in advance of that date.

11 Using modes on your to-do list
How do you know which task to-do next?

12 The problem with flagging tasks
You can't just flag tasks, you must have a process by which you decide when a task is worth flagging.

13 The calendar's role on your to-do list
A to-do list on its own can only do so much.

Connecting to Your To-Do List

14 Using time as a gauge
The best approach to tackling your to-do list, is to group tasks by the amount of time required to complete them.

15 Using energy as a gauge
Our energy levels can rise and fall over the course of a day.

16 Using resources as a gauge
Attaching resources to your to-do list items can save the day.

17 Recalibrating your to-do list
What do you do with your to-do list at the end of the day?

To-Do List Types

18 Basic to-do lists

The problem with a to-do list that seems “undoable” isn’t necessarily the amount of tasks on them.

19 Advanced to-do lists

There are going to be instances where basic to-do lists just won't cut it.

20 To-do list apps

There are three basic elements you'll want to consider when deciding on a to-do list app for the first time.

Using a Paper To-Do List

21 Why paper works

There's been a renaissance in paper planners over the last several years.

22 Why digital works

Step into the world of efficient task management by understanding the benefits of digital to-do lists.

23 Bridging the analog and digital divide

There are three ways you can bridge the analog and digital gap to craft a better to-do list.

24 How to move from paper to app

How can you make sure that you're ready to shift your tasks from the paper realm to the digital one?

Conclusion

25 Be productive with your to-do list

Being productive is all about building better to-do lists.

[Go to GoSkills.com](https://www.goskills.com)