



How to Get Things Done

STEP ONE

In the this space, write down everything you think you need to get done or things that you have been putting off. Just write them down quickly. We'll narrow it down in a minute.

STEP TWO

Look at your big list. Pick 3 items that you can apply the selection criteria to:

- Something that has a definite ending place--you will know when you are done?
- Something that can be done in small increments over time?
- Is it important to you?

1. _____
2. _____
3. _____

STEP THREE

Put these three things on your calendar for the next day. Check off when complete.

- Action One _____ Date/Time _____
- Action Two _____ Date/Time _____
- Action Three _____ Date/Time _____