

# How to Get Things Done

My Think Big Life

## 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

**Choose ONE thing from above to do until it's done.**

Here is my action item:

Start Date:

Completion Date: