

Building a Better To Do List

GoSkills online course syllabus

Skill level

Beginner

Lessons

25

Accredited by

Verified by GoSkills

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.