

Productivity To-Do List for Busy Brains

A downloadable resource from The Change Coach



Everyone has a to-do list, right?

If you're a parent, have a job, run a house or are a semi-functioning adult, chances are pretty high that you've got some kind of to-do list on the go. Maybe yours is on the fridge, or on your desk, or scattered on different post-it notes and tissue papers around the house, but if you're anything like me, even remembering everything to put on the list is a task in itself!

This simple framework can help get all of the tasks, appointments, goals and intentions out of your head, and into an order that you can work with.

Categorising and prioritising what we need to do, as well as writing it down, can help ease that feeling of pressure, and see where we need to focus our attentions first.

As with all downloadable resources from The Change Coach, this PDF is for 7 days. However if you find it helpful, you can print as many as you need to keep you on top of things!

Productivity To-Do List

Day _____

	Hot Potato (High priority - sort it before it sorts you!)	On The Radar (important but it can wait a few days)	On the Backburner (it's there but you can come back to it later)
Emails / messages to send			
Appointments			
Tasks			
Things to buy			
Things to start			
Things to finish			

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