



Priority Task Management

THE STRESS-FREE WAY TO GET THE RIGHT THINGS DONE



HI! I'M *Kalyn*

Founder of The Brainbook Library and
KalynBrooke.com

I help women prioritize their mental
health through planning and productivity
systems, life-giving routines, and positive
personal growth.



OH, HOW WE LOVE A GOOD TO DO LIST!



OH, HOW WE LOVE A GOOD TO DO LIST!

and yet...



THE
LIST
NEVER
STOPS
GROWING



”

To do lists help us accomplish what is
necessary before it becomes **urgent**
and make **intentional progress**
towards the right things.



WHAT YOU WILL LEARN:

- Why we can't rely on our brains to capture and store all the things we need to do and how to optimize a task management system to help our unreliable brains



WHAT YOU WILL LEARN:

- Why we can't rely on our brains to capture and store all the things we need to do and how to optimize a task management system to help our unreliable brains
- The five different types of task buckets and how to manage each one as it relates to our weekly and daily to-do lists



WHAT YOU WILL LEARN:

- Why we can't rely on our brains to capture and store all the things we need to do and how to optimize a task management system to help our unreliable brains
- The five different types of task buckets and how to manage each one as it relates to our weekly and daily to-do lists
- A sample step-by-step weekly planning routine that you can practice consistently at the beginning of each week



WHAT YOU WILL LEARN:

- Why we can't rely on our brains to capture and store all the things we need to do and how to optimize a task management system to help our unreliable brains
- The five different types of task buckets and how to manage each one as it relates to our weekly and daily to-do lists
- A sample step-by-step weekly planning routine that you can practice consistently at the beginning of each week
- How daily interruptions can actually work in your favor



WHAT YOU WILL LEARN:

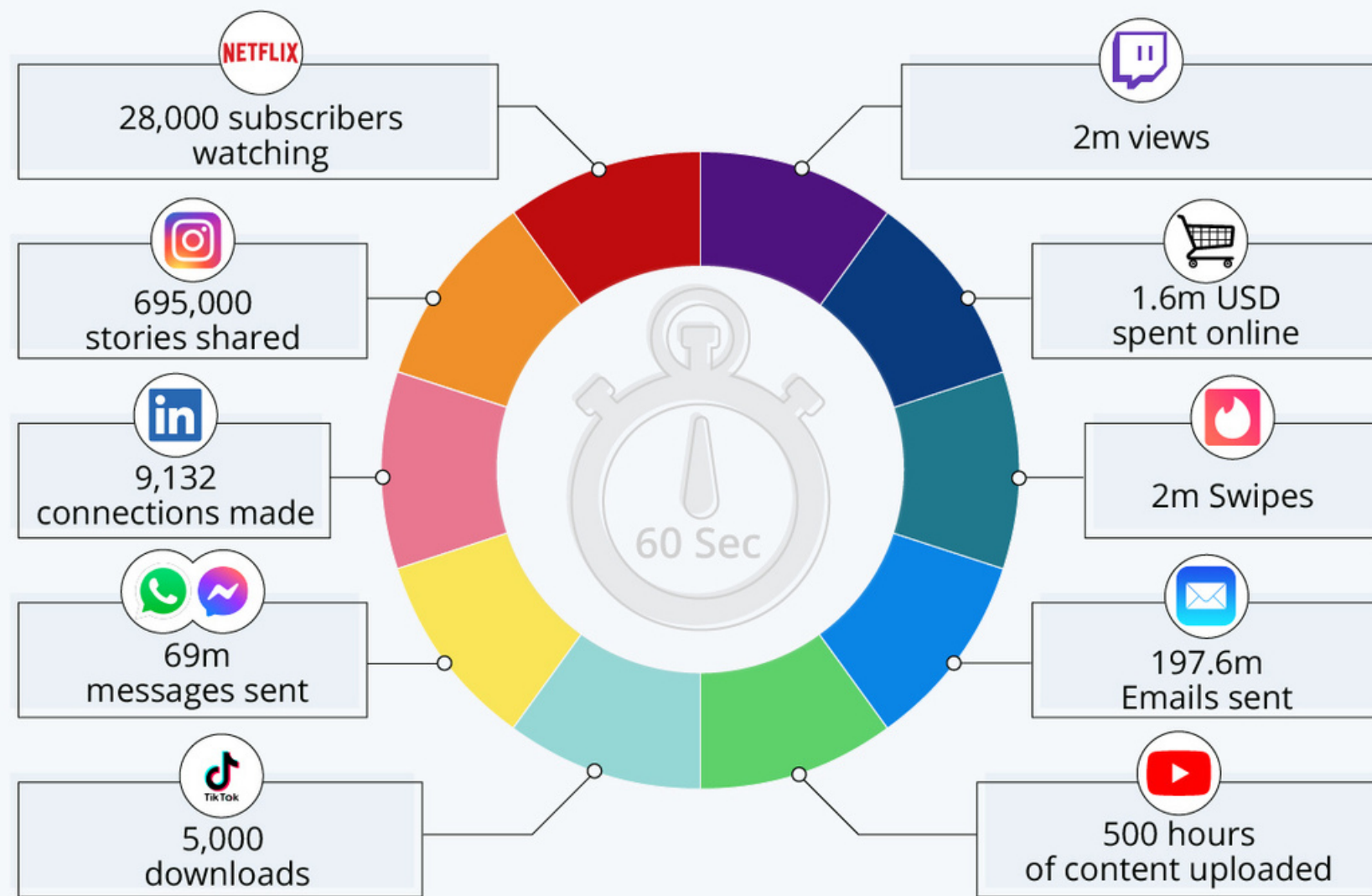
- Why we can't rely on our brains to capture and store all the things we need to do and how to optimize a task management system to help our unreliable brains
- The five different types of task buckets and how to manage each one as it relates to our weekly and daily to-do lists
- A sample step-by-step weekly planning routine that you can practice consistently at the beginning of each week
- How daily interruptions can actually work in your favor
- THREE potential temptations you might face as you try to accomplish your to-do list and solutions to avoid them



EVERY TASK SERVES A GREATER
PURPOSE TOWARDS THE PRIORITIES
YOU'VE SET IN YOUR OWN LIFE

A Minute on the Internet in 2021

Estimated amount of data created
on the internet in one minute



Source: Lori Lewis via AllAccess

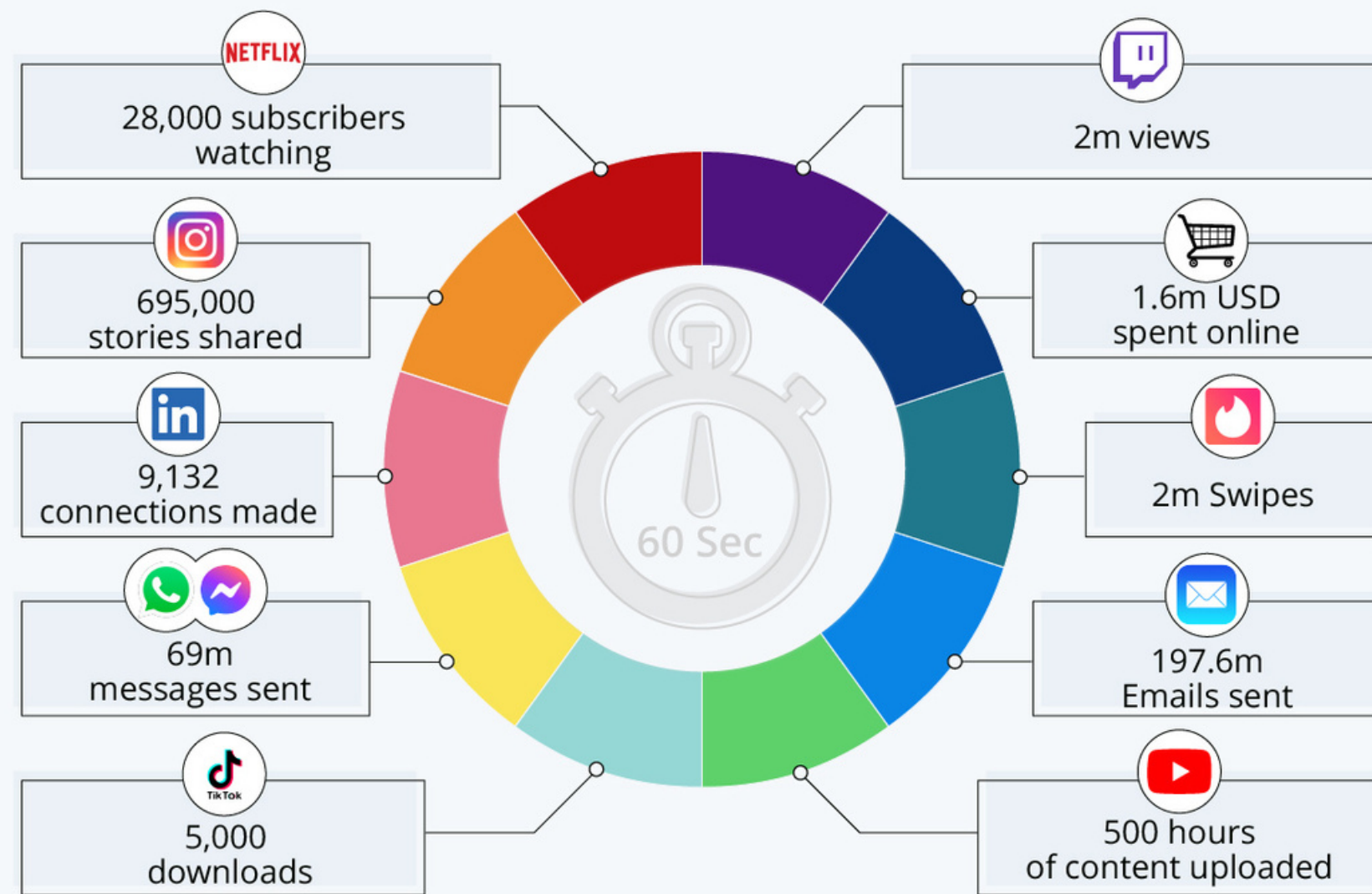


statista

THE "INFODEMIC"

A Minute on the Internet in 2021

Estimated amount of data created
on the internet in one minute



Source: Lori Lewis via AllAccess



statista

THE "INFODEMIC"

in 2011, we were bombarded
with enough information to
read 174 newspapers from
cover to cover a day.

Dr Martin Hilbert of the University of South California



”

Your mind is for having ideas,
not holding them.

- David Allen

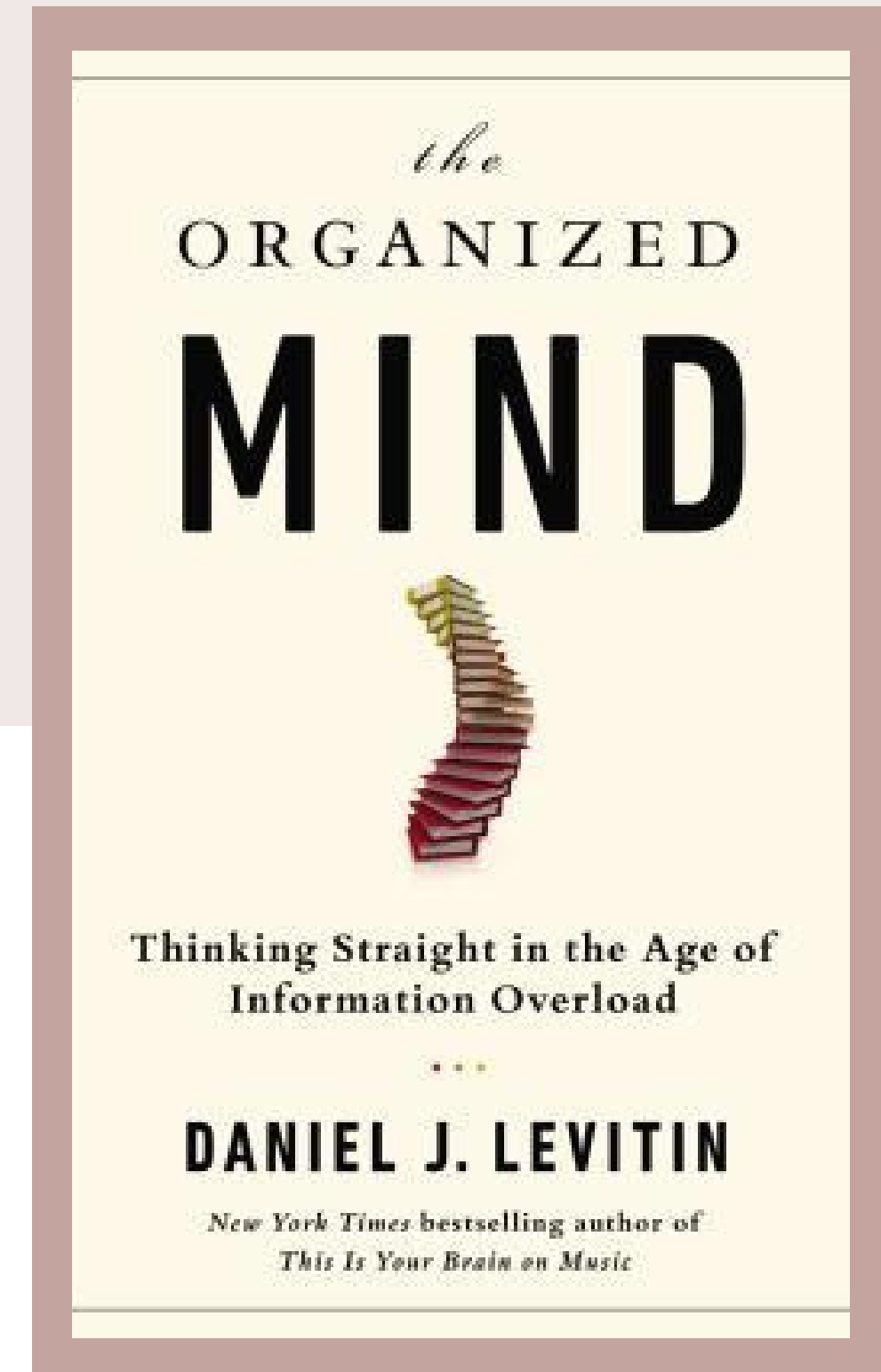


THE SOLUTION?

Shift this burden of organizing and storing information to the external world.

THIS FREES UP YOUR BRAIN
TO DO WHAT IT DOES BEST:

- THINKING
- PROCESSING
- BEING CREATIVE





My brain has too
many tabs open

som^{ee}cards
user card





INTERNAL BRAIN

EXTERNAL TASK
MANAGEMENT
SYSTEM



Task Management Basics



TASK:

A SMALL, DETAILED, ACTIONABLE STEP

Example:

- Ask for time off work
- Research lodging
- Book flight
- Create itinerary

PROJECT:

A SERIES OF TASKS

Example:

- Plan summer vacation



EVERY TASK
NEEDS AN
action verb



EVERY TASK NEEDS AN *action verb*

To Do

- Laundry

To Do:

- Wash sheets + towels
- Fold laundry
- Put laundry away



TASK MANAGEMENT:

THE PROCESS OF CAPTURING,
ORGANIZING, AND PRIORITIZING
YOUR TASKS



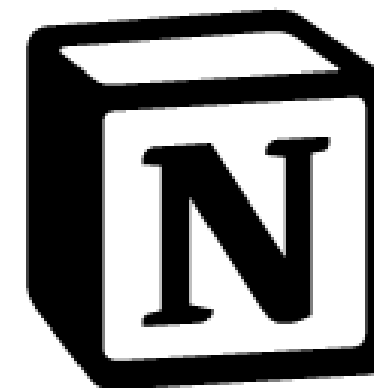
todoist



Trello



Google calendar





TASK MANAGEMENT:

THE PROCESS OF CAPTURING,
ORGANIZING, AND PRIORITIZING
YOUR TASKS



YOU CAN APPLY THESE
PRINCIPLES TO ANY TOOL!





Task Management Flow



Upcoming Events



Current Goals



Recurring Tasks



Random To-Do's



Master Task List

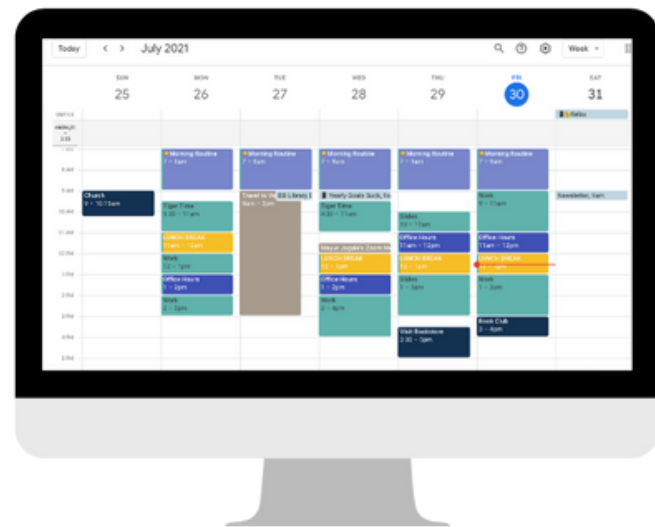
THE TASK FUNNEL





UPCOMING EVENTS

Any tasks related to a future event.



GOOGLE
CALENDAR



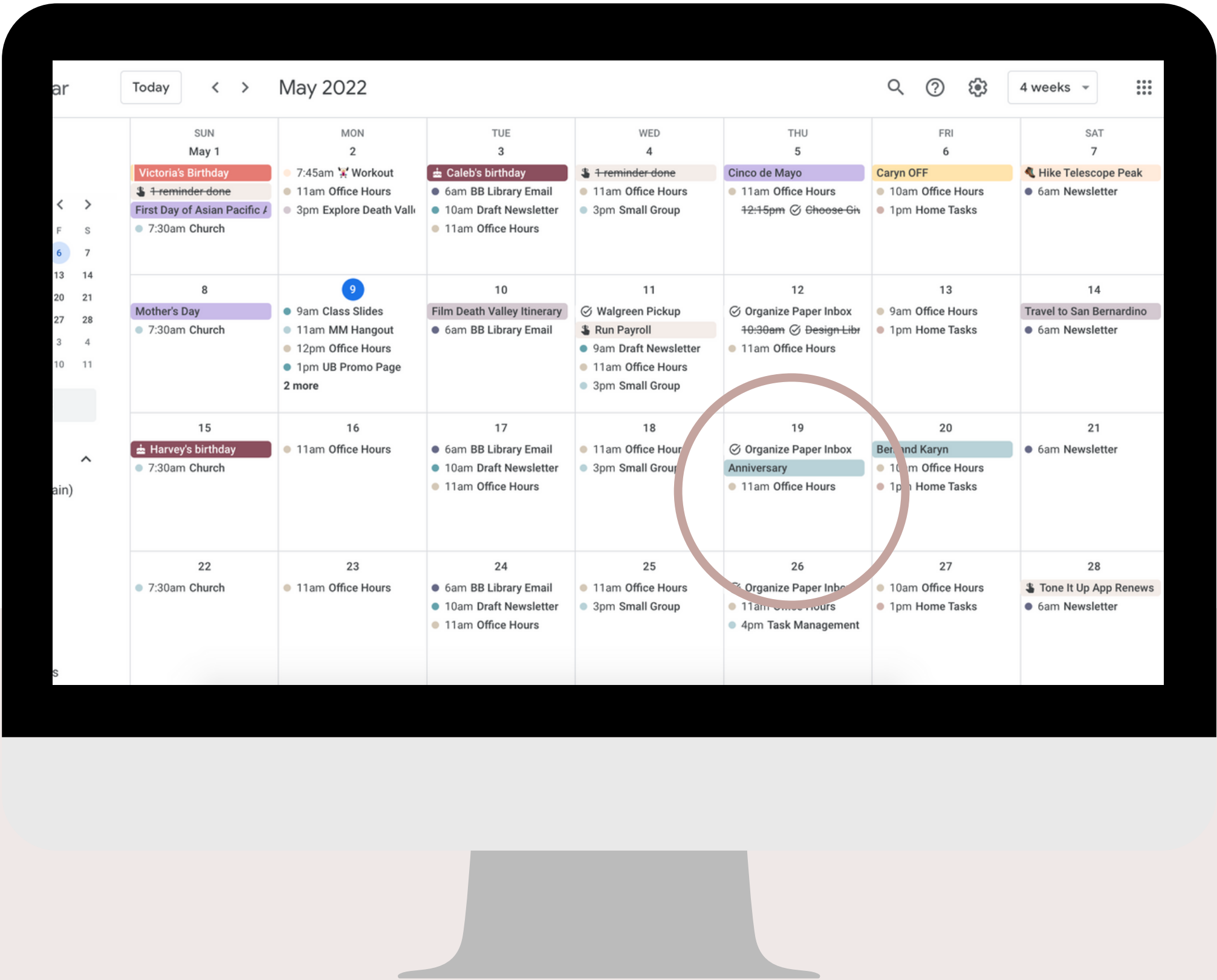
PAPER
CALENDARS





LOOK AT THE NEXT 1-2 WEEKS' EVENTS

What tasks do you
need to complete?





CURRENT GOALS

Any tasks related to a goal or large project

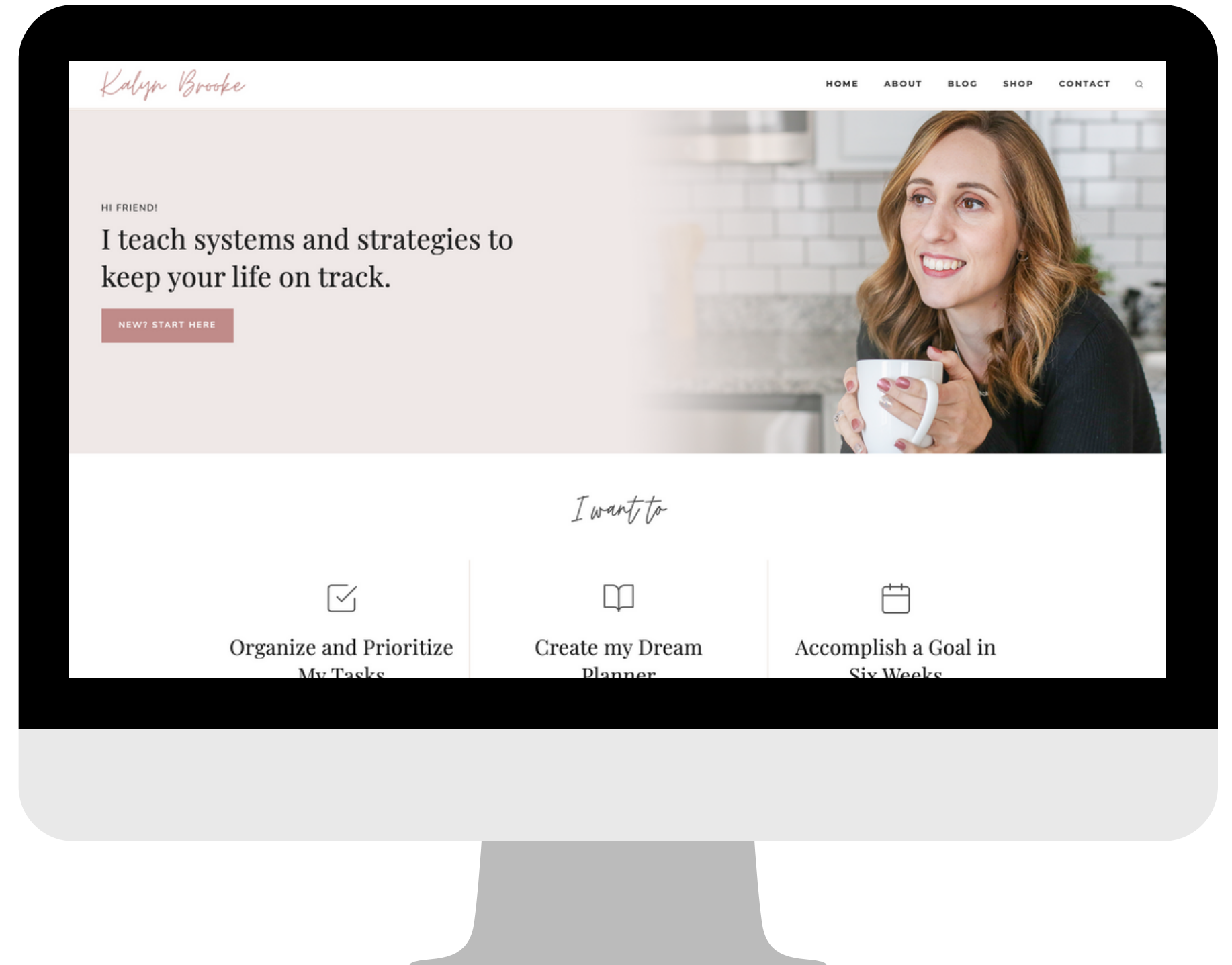
Learn more about The Six-Week Sprint Goal Setting Method at PracticalDreamerBook.com





TASKS:

1. Create a new logo
2. Decide on new fonts
3. Outline the home page design
4. Write copy for that home page
5. Add graphics to the home page
6. Decide on categories for the blog and recategorize old posts
7. Decide on menu categories
8. Update my About page
9. Add new theme and “turn on” the new site





- 

Each week, transfer your weekly action steps into your paper planner or a task management app (i.e. Todoist). If you do not complete all your weekly action steps, migrate them to the next week. But remember, you only have six weeks to work on this goal, so try not to do this too often.

every week counts!

[illegible]



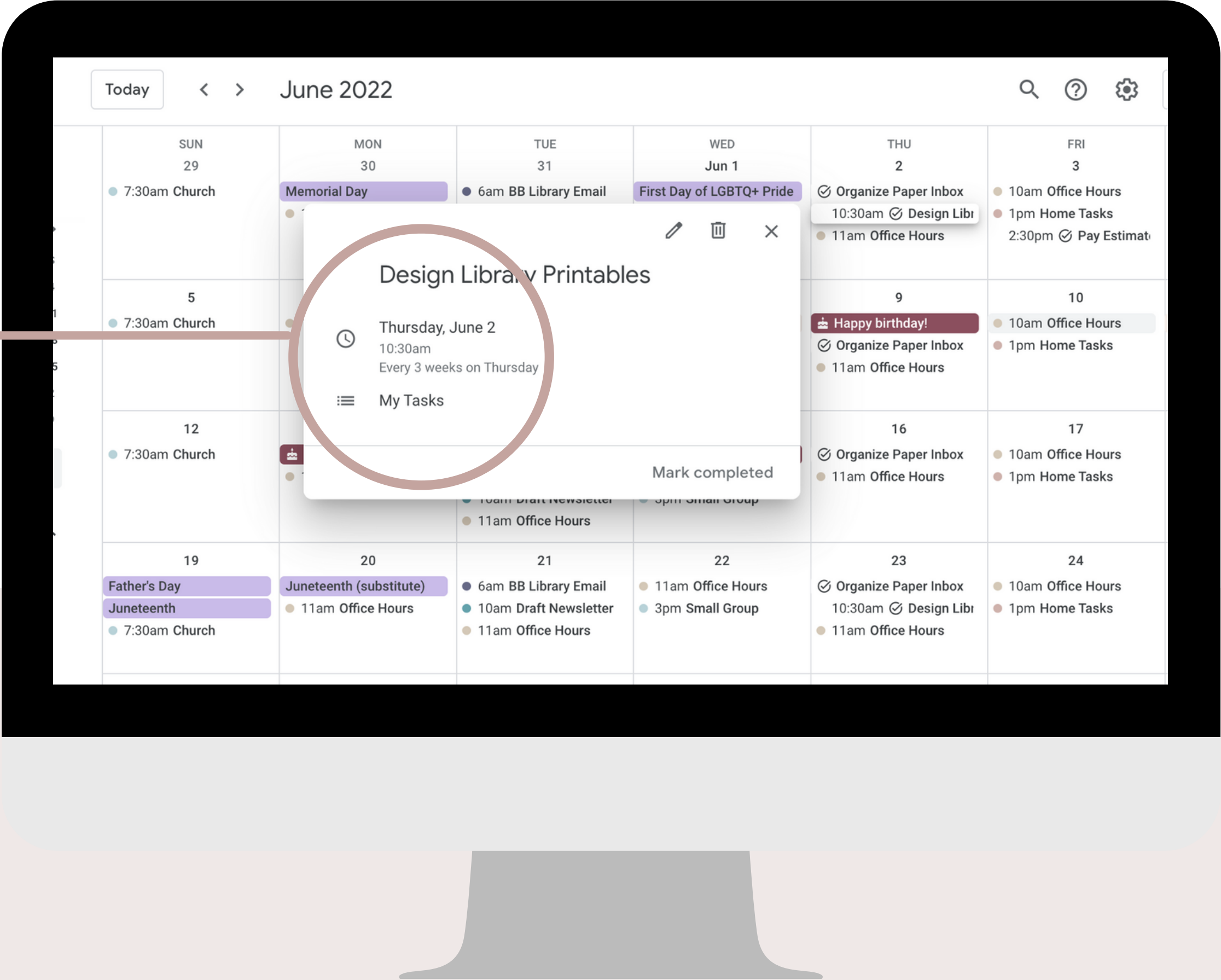
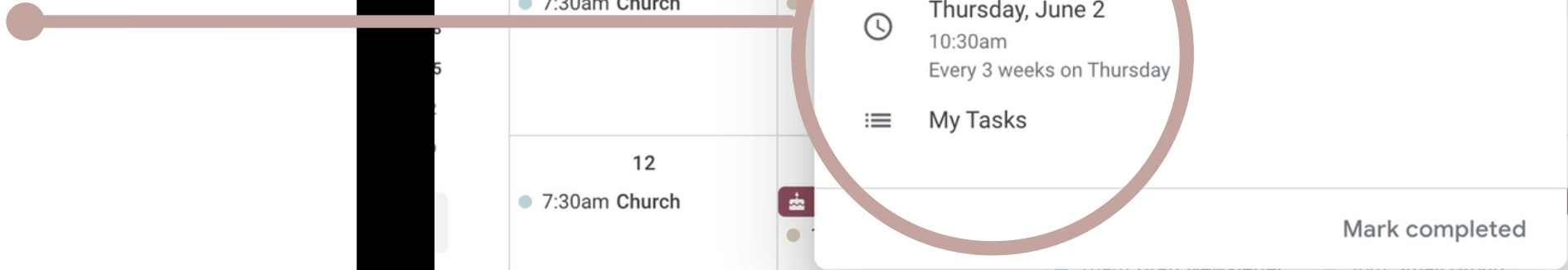
RECURRING TASKS

Tasks that occur on a regular basis





AUTOMATE RECURRING TASKS





LABEL STICKY FLAGS WITH EACH TASK





RANDOM TO DO'S

Tasks that pop into your head... at any time!





IF YOU CAN COMPLETE THE TASK WITHIN
TWO MINUTES...

do it



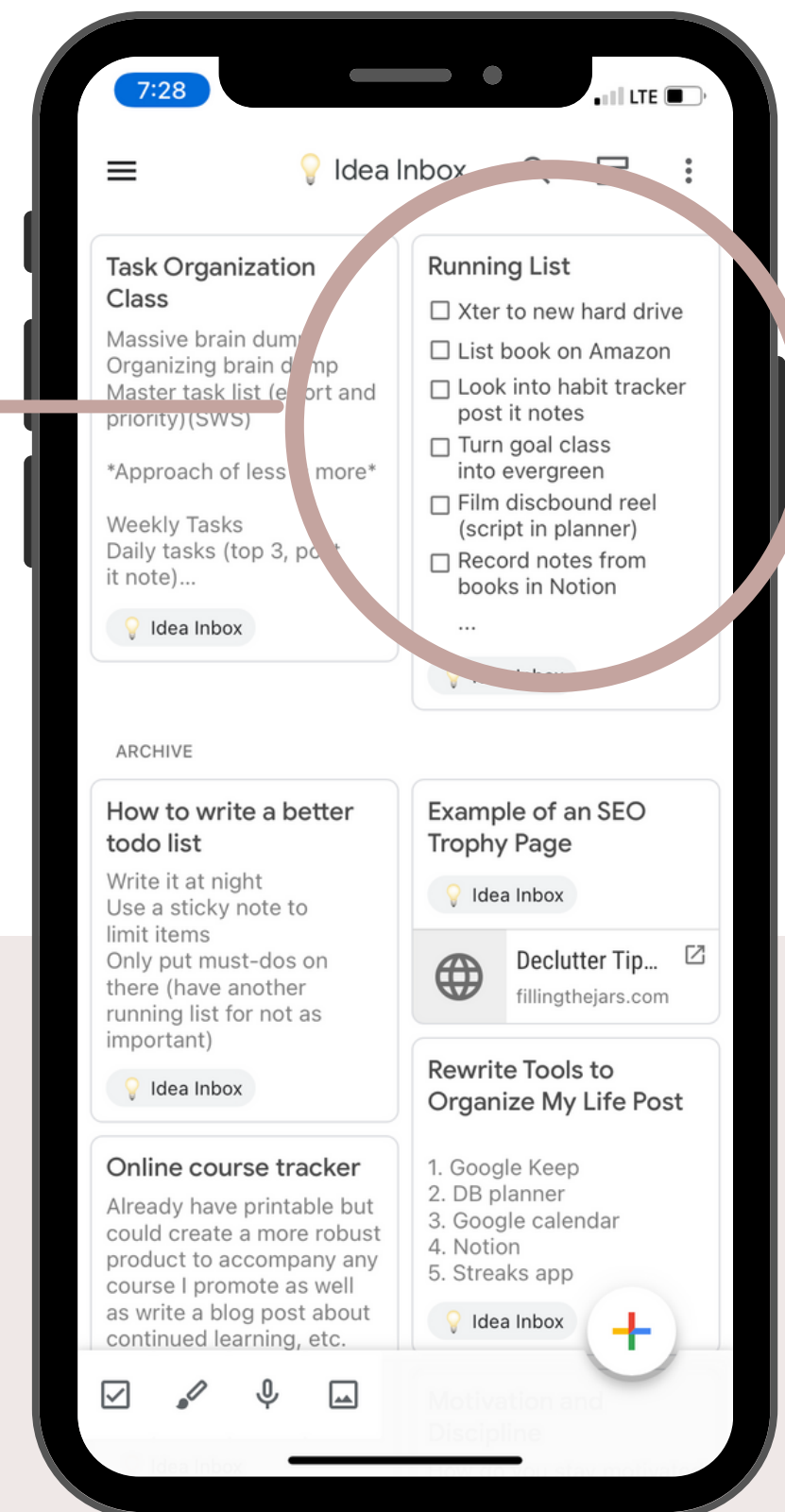
IF YOU CAN'T...

1. Add the task straight to your **weekly or daily task list**
2. If you don't need to complete the task this week, write it down on your **Master Task List**



WHEN YOU ARE OUT, KEEP A RUNNING LIST ON YOUR PHONE

Then transfer and organize those tasks
when you get home





MASTER TASK LIST

Tasks that do not have a specific date assigned to them



[illegible]

KEEP AN ORGANIZED LIST
OF ALL TASKS UNASSIGNED
TO A SPECIFIC DATE








Master Task List

✓ 6 backlinks Add comment

☰ All Tasks 📅 Home Projects ☰ Personal Tasks 3 more...

✓ All Tasks

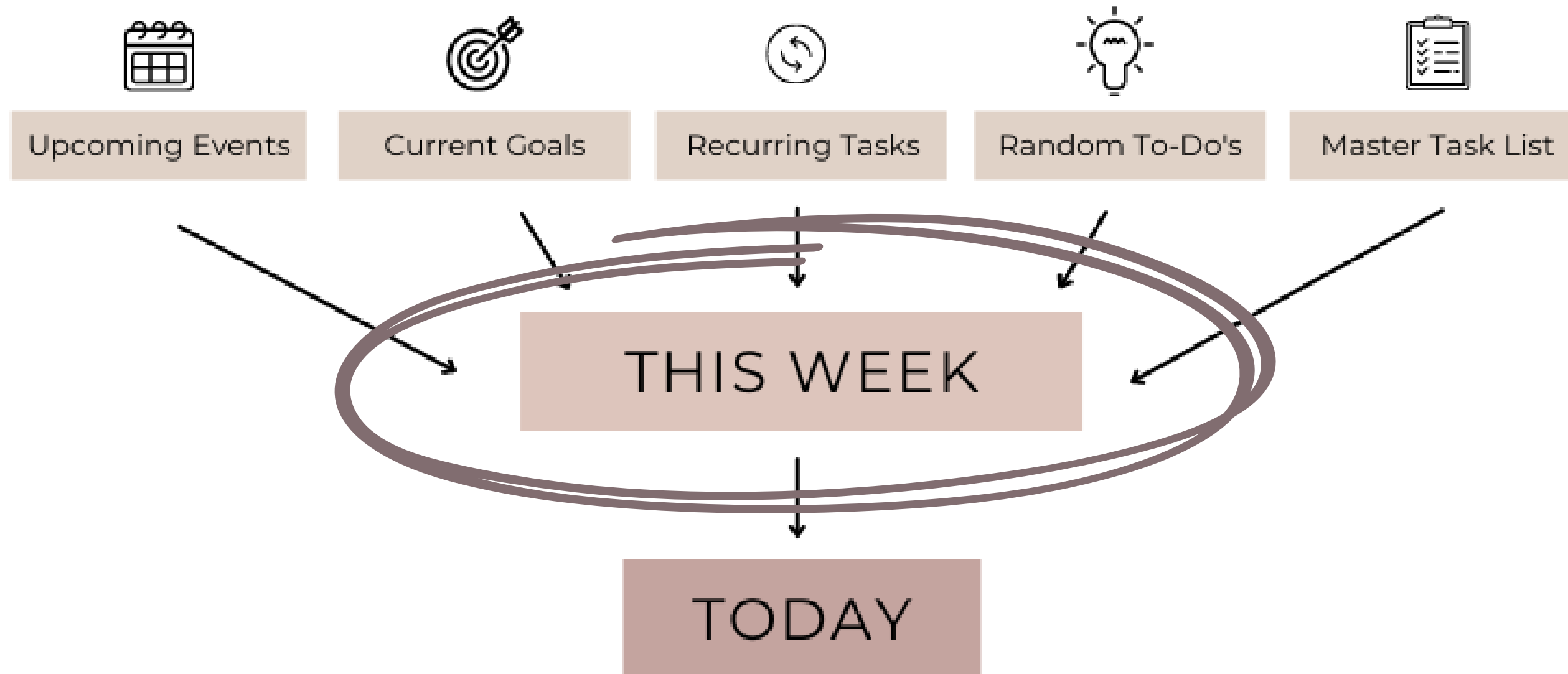
↕ 2 sorts ≡ 1 rule

<input checked="" type="checkbox"/>	 Name	▼ Impact	▼ Energy	▼ Category	📅 Deadline
<input type="checkbox"/>	 Evergreen Email Promo Lead Box	High	⚡	Email Marketing	
<input type="checkbox"/>	 Invite Influencers for BB Library Presentations	High	⚡	Content Offers	
<input type="checkbox"/>	Look into Faithful Counseling	High	⚡	Personal	08/10/2022
<input type="checkbox"/>	 Add Recording to KB Shop	High	⚡	Content Offers	08/19/2022
<input type="checkbox"/>	Read through Membership Geeks website	High	⚡	Education	08/12/2022
<input type="checkbox"/>	Holiday Recipe Binder	High	⚡⚡	Content Offers	
<input type="checkbox"/>	 Write Kindle Unlimited Affiliate Page	High	⚡⚡	Blog Content	

THE TASK FUNNEL



THE TASK FUNNEL



A person is sitting at a white table, writing in a notebook with a white pen. In the foreground, there is a copper-colored metal mug and a blue ceramic teapot with a black handle. A potted plant is visible in the background. The scene is brightly lit, suggesting a sunny day.

Weekly Task Planning



”

You have a choice in life. You can either **live on-purpose**, according to a plan you’ve set. Or you can **live by accident**, reacting to the demands of others.

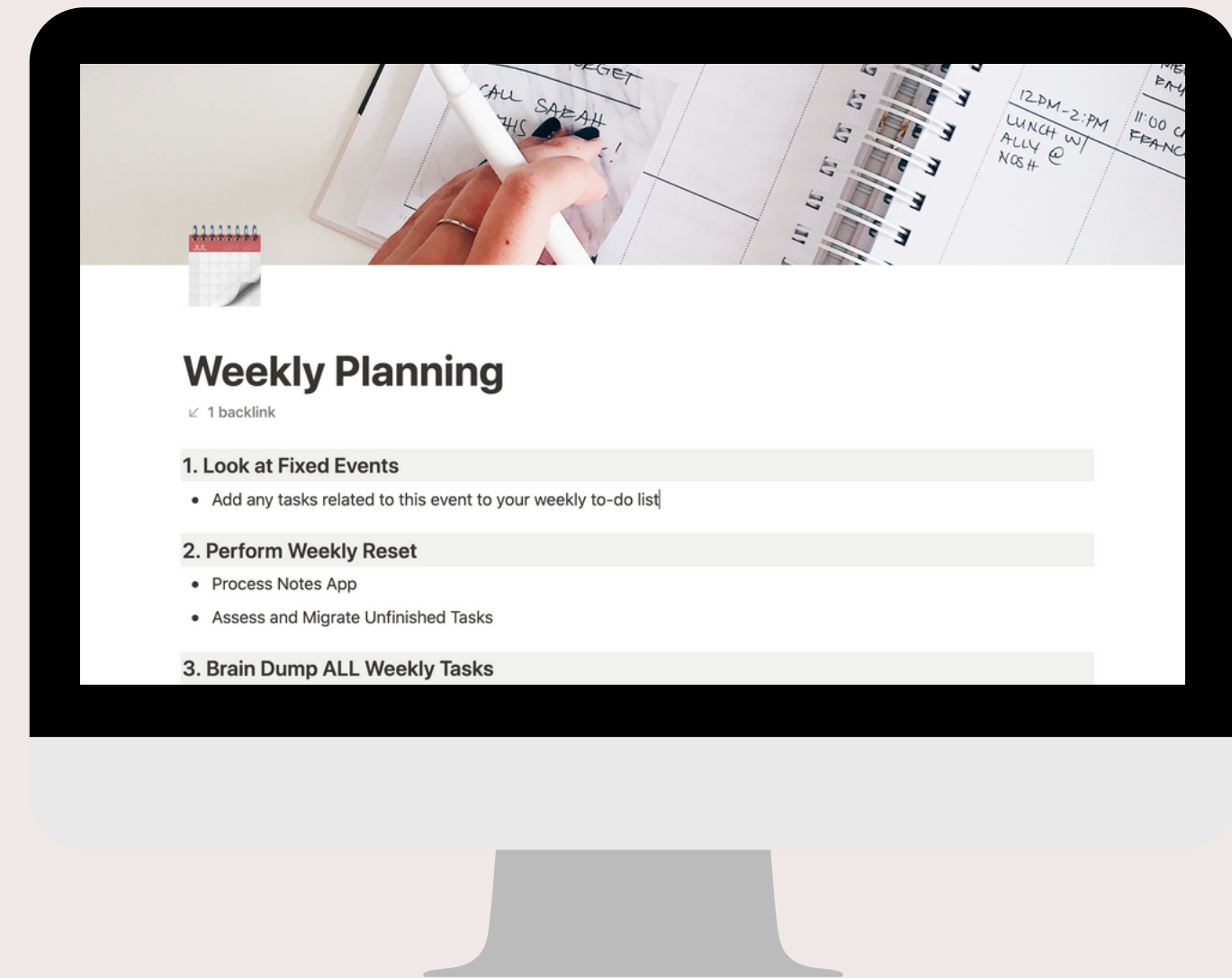
- Michael Hyatt

FRIDAY... SUNDAY.... MONDAY...



THE WHEN
DOESN'T
MATTER AS
MUCH AS THE
consistency
DOES.

ADOPT A WEEKLY PLANNING ROUTINE



SAMPLE WEEKLY PLANNING ROUTINE:



Write down the
order of your
routine so you can
refer back to it.

SAMPLE WEEKLY PLANNING ROUTINE:

1 Write down any fixed events and appointments

WEEK OF:

NOTES:

MONDAY

11am - Dr. Appt

THURSDAY

FRIDAY

TUESDAY

Mom's Birthday

WEDNESDAY

SATURDAY

SUNDAY

SAMPLE WEEKLY PLANNING ROUTINE:



- 1 Write down any fixed events and appointments
- 2 Write down any tasks related to these events

WEEK OF:

NOTES:

MONDAY

11am - Dr. Appt

THURSDAY

FRIDAY

TUESDAY

Mom's Birthday

• Call mom

WEDNESDAY

SATURDAY

• Go through closets

SUNDAY

SAMPLE WEEKLY PLANNING ROUTINE:



- 1 Write down any fixed events and appointments
- 2 Write down any tasks related to these events
- 3 Migrate unfinished tasks from last week over to this week

WEEK OF:

NOTES:

MONDAY	<div>11am - Dr. Appt</div> <ul style="list-style-type: none">Drop off donations
THURSDAY	
FRIDAY	

TUESDAY	WEDNESDAY
<div>Mom's Birthday</div> <ul style="list-style-type: none">Call mom	
SATURDAY	SUNDAY
<ul style="list-style-type: none">Go through closets	

SAMPLE WEEKLY PLANNING ROUTINE:



1

Write down any fixed events and appointments

2

Write down any tasks related to these events

3

Migrate unfinished tasks from last week over to this week



4

Add tasks related to any current goals or projects

WEEK OF:

MONDAY ☐

11am - Dr. Appt

- Drop off donations

NOTES:

THURSDAY <input type="checkbox"/>	FRIDAY <input type="checkbox"/>
-----------------------------------	---------------------------------

TUESDAY <input type="checkbox"/>	WEDNESDAY <input type="checkbox"/>
Mom's Birthday	
<ul style="list-style-type: none">• Call mom• Research lodging	
SATURDAY <input type="checkbox"/>	SUNDAY <input type="checkbox"/>
<ul style="list-style-type: none">• Go through closets	

SAMPLE WEEKLY PLANNING ROUTINE:



1

Write down any fixed events and appointments

2

Write down any tasks related to these events

3

Migrate unfinished tasks from last week over to this week



4

Add tasks related to any current goals or projects



5

Add recurring tasks for the week

WEEK OF:

MONDAY ☐

11am - Dr. Appt

- Drop off donations
- Get groceries

NOTES:

THURSDAY <input type="checkbox"/>	FRIDAY <input type="checkbox"/>
<ul style="list-style-type: none">• Wash clothes	<ul style="list-style-type: none">• Clean house• Update finances

TUESDAY <input type="checkbox"/>	WEDNESDAY <input type="checkbox"/>
<p>Mom's Birthday</p> <ul style="list-style-type: none">• Call mom• Research lodging• Wash sheets/towels	
SATURDAY <input type="checkbox"/>	SUNDAY <input type="checkbox"/>
<ul style="list-style-type: none">• Go through closets	

SAMPLE WEEKLY PLANNING ROUTINE:



- 1 Write down any fixed events and appointments
- 2 Write down any tasks related to these events
- 3 Migrate unfinished tasks from last week over to this week



- 4 Add tasks related to any current goals or projects



- 5 Add recurring tasks for the week



- 6 Jot down any random to-do's

WEEK OF: []	MONDAY []
NOTES: []	11am - Dr. Appt • Drop off donations • Get groceries • Make dentist appt.
THURSDAY []	FRIDAY []
• Wash clothes • Take 18-month pics	• Clean house • Update finances

TUESDAY []	WEDNESDAY []
Mom's Birthday • Call mom • Research lodging • Wash sheets/towels • Add Etsy listings	• Reorganize planner • Make chore chart
SATURDAY []	SUNDAY []
• Go through closets	

SAMPLE WEEKLY PLANNING ROUTINE:



- 1 Write down any fixed events and appointments
- 2 Write down any tasks related to these events
- 3 Migrate unfinished tasks from last week over to this week



- 4 Add tasks related to any current goals or projects



- 5 Add recurring tasks for the week



- 6 Jot down any random to-do's



- 7 If there is room to add more, pull from your Master Task List

WEEK OF: []	MONDAY []
NOTES: []	11am - Dr. Appt • Drop off donations • Get groceries • Make dentist appt.
THURSDAY []	FRIDAY []
• Wash clothes • Take 18-month pics	• Clean house • Update finances

TUESDAY []	WEDNESDAY []
Mom's Birthday • Call mom • Research lodging • Wash sheets/towels • Add Etsy listings	• Reorganize planner • Make chore chart • Start travel photography course
SATURDAY []	SUNDAY []
• Go through closets	

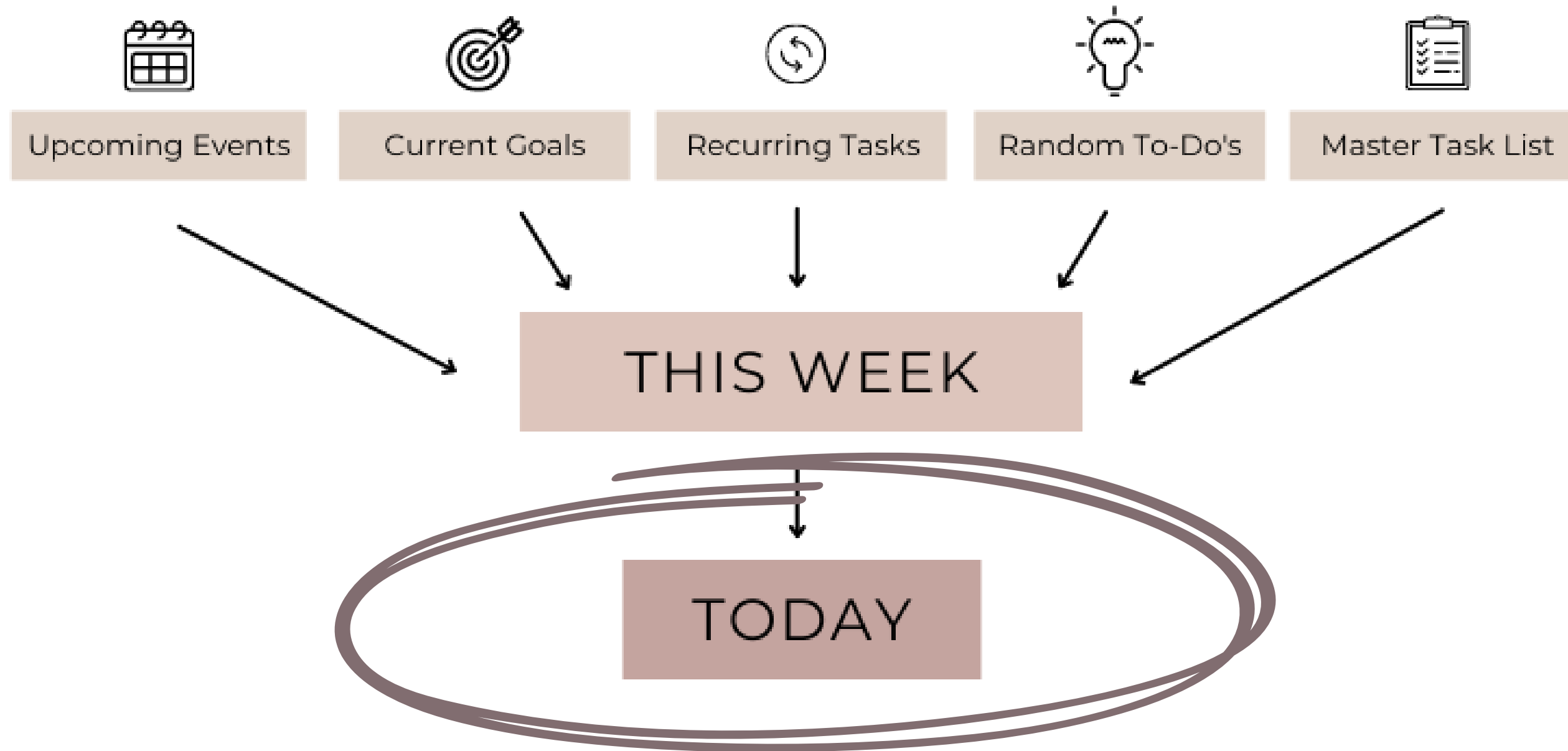


FRONT-LOAD YOUR WEEKLY TASKS ON
MONDAY AND TUESDAY

A person is sitting at a white table, writing in a notebook with a silver pen. In the foreground, there is a copper mug and a blue teapot with a black handle. A potted plant is visible in the background. The scene is brightly lit, suggesting a sunny day.

Daily Task Planning

THE TASK FUNNEL



WHEN SHOULD YOU MAKE YOUR
TO-DO LIST?



WHEN SHOULD YOU MAKE YOUR TO-DO LIST?

WHY I RECOMMEND THE NIGHT BEFORE:

- You'll give yourself the gift of closure



WHEN SHOULD YOU MAKE YOUR TO-DO LIST?

WHY I RECOMMEND THE NIGHT BEFORE:

- You'll give yourself the gift of closure
- You'll fall asleep easier



WHEN SHOULD YOU MAKE YOUR TO-DO LIST?

WHY I RECOMMEND THE NIGHT BEFORE:

- You'll give yourself the gift of closure
- You'll fall asleep easier
- You won't waste time wondering what you should be doing





1

WRITE DOWN ANY
APPOINTMENTS
AND/OR EVENTS

2

ADD YOUR DAILY TASKS

TODAY:

M T W T F S S

TOP 3:

TO DO:

APPOINTMENTS:

POMODORO TRACKER

DAILY WIN

NOTES:



1

WRITE DOWN ANY
APPOINTMENTS
AND/OR EVENTS

2

ADD YOUR DAILY TASKS



Be mindful about how long each task will take (add an extra 30 minutes just in case!)

TODAY:

M T W T F S S

TOP 3:

TO DO:

APPOINTMENTS:

POMODORO TRACKER

DAILY WIN

NOTES:



Task Prioritization



NOT EVERYTHING CAN BE A PRIORITY





NOT EVERYTHING CAN BE A PRIORITY

☐ Take the dog for a walk

☐ Prepare presentation slides

☐ Change light bulb in the kitchen

☐ Pay the water bill





NOT EVERYTHING CAN BE A PRIORITY

Weekly: Top 5 Tasks

Daily: Top 3 Tasks

<input type="radio"/>	Take the dog for a walk
<input type="radio"/>	Prepare presentation slides
<input type="radio"/>	Change light bulb in the kitchen
<input type="radio"/>	Pay the water bill





TWO QUESTIONS TO HELP PRIORITIZE YOUR TO DO LIST

1

WHAT FEELS
URGENT AND
IMPORTANT?

2

PRIORITY MATRIX

DATE:

	URGENT	NOT URGENT
IMPORTANT	<div></div>	<div></div>
NOT IMPORTANT	<div></div>	<div></div>



TWO QUESTIONS TO HELP PRIORITIZE YOUR TO DO LIST

1

WHAT FEELS
URGENT AND
IMPORTANT?

2

WHAT WOULD
MAKE YOUR
LIFE **EASIER**?





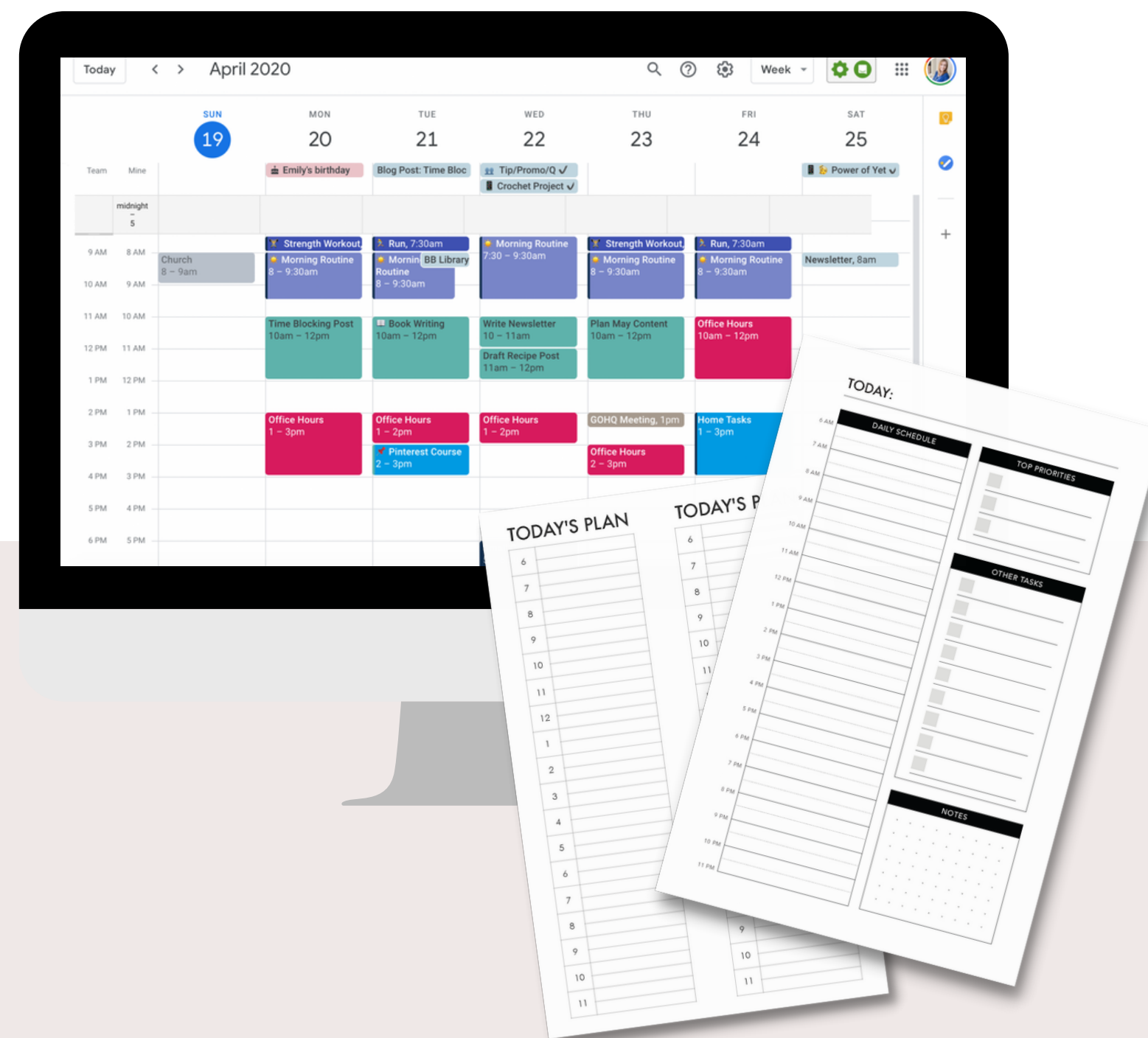
WRITE DOWN FEWER
TASKS THAN YOU FEEL
COMFORTABLE WITH



WRITE DOWN FEWER
TASKS THAN YOU FEEL
COMFORTABLE WITH

TIME BLOCKING:

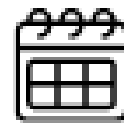
blocking off portions of your day to focus on
specific routines or tasks





SO FAR WE'VE DISCUSSED...

TASK BUCKETS



Upcoming Events



Current Goals



Recurring Tasks



Random To-Do's



Master Task List

TASK MANAGEMENT

THIS WEEK

TASK PRIORITIZATION

TODAY





Task Auditing



REASSESS YOUR TO-DO LIST...

objectively



YOU WANT TO
MEAL PLAN EVERY
SUNDAY

but Sundays are hectic!

SWITCH THE TASK
TO MONDAY



YOU'RE A PARENT,
& IT'S HARD TO
CONCENTRATE ON
CERTAIN TASKS

SAVE FOCUSED
TASKS FOR
NAP/QUIET TIME
AND OTHER TASKS
FOR WHEN THEY
ARE AWAKE

A person with long blonde hair, wearing a white shirt, is sitting at a wooden desk. They are looking at a laptop screen. To the left of the laptop is a white cup of coffee on a saucer. In the foreground, there are some papers and a pen. The background is a bright, out-of-focus room with a window and some plants.

”

When your time is limited, **you're more likely to prioritize** what needs to get done.



Are you procrastinating? If so, why?

Does the task belong on your list at all?

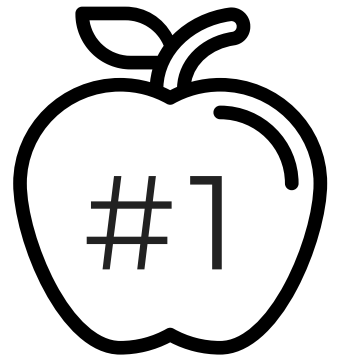
[illegible]



Three Temptations



TEMPTATION



MULTITASKING

Your brain cannot concentrate on
two tasks at the same time



”

"Juggling is an illusion.

To the casual observer, a juggler is juggling three balls at once. In reality, the balls are being independently caught and thrown in rapid succession. Catch, toss, catch, toss, catch, toss. One ball at a time.

It's what researchers refer to as 'task switching.'"



THE SOLUTION?



1

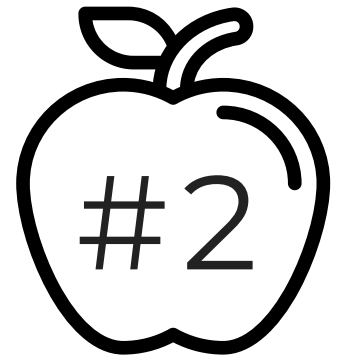
Remove distractions

2

Focus on one task
at a time



TEMPTATION



UNREALISTIC TIME FRAMES

We tend to plan our days
ideally rather than
realistically



THE SOLUTION?



1

Track your time

2

Build in time for
delays



TEMPTATION



WAITING FOR MOTIVATION

Motivation ebbs and flows like a wave.

THE SOLUTION?



1

Focus on
consistency

2

Ask how this will
benefit your
future self

A blurred background image of a person with long hair, wearing a white shirt, sitting at a wooden desk. A laptop is open in front of them, and a white mug is visible on the left. The scene is brightly lit, suggesting a window in the background.

”

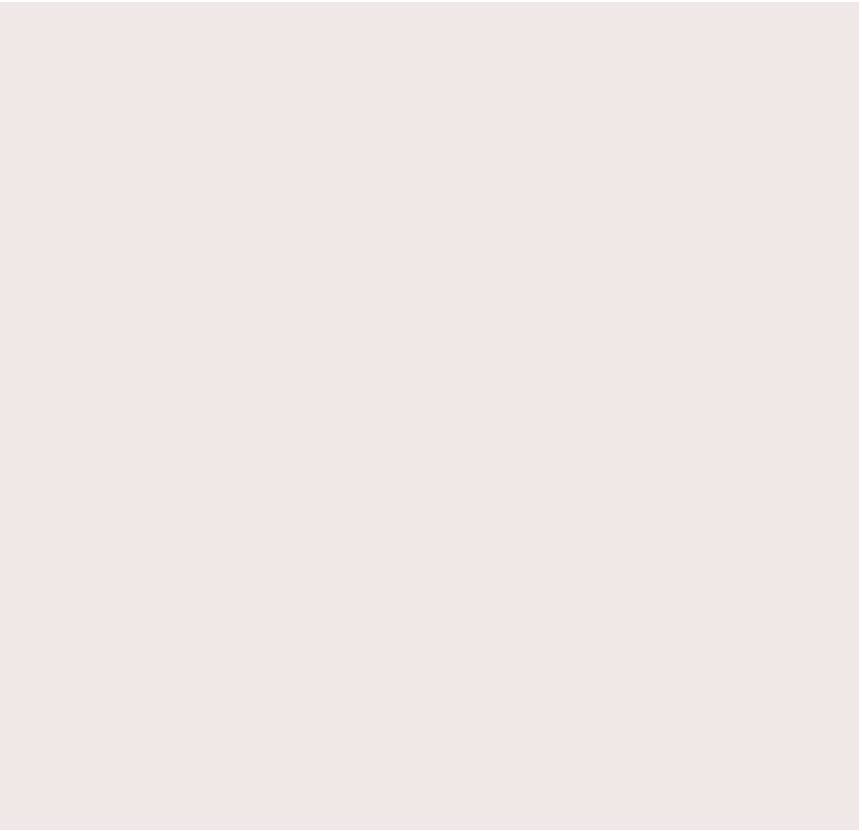
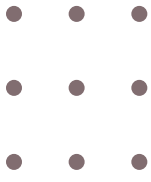
“Live with purpose and you know where you want to go. Live by priority and you’ll know what to do to get there.”

- The One Thing



WE ONLY HAVE 24
HOURS IN A DAY

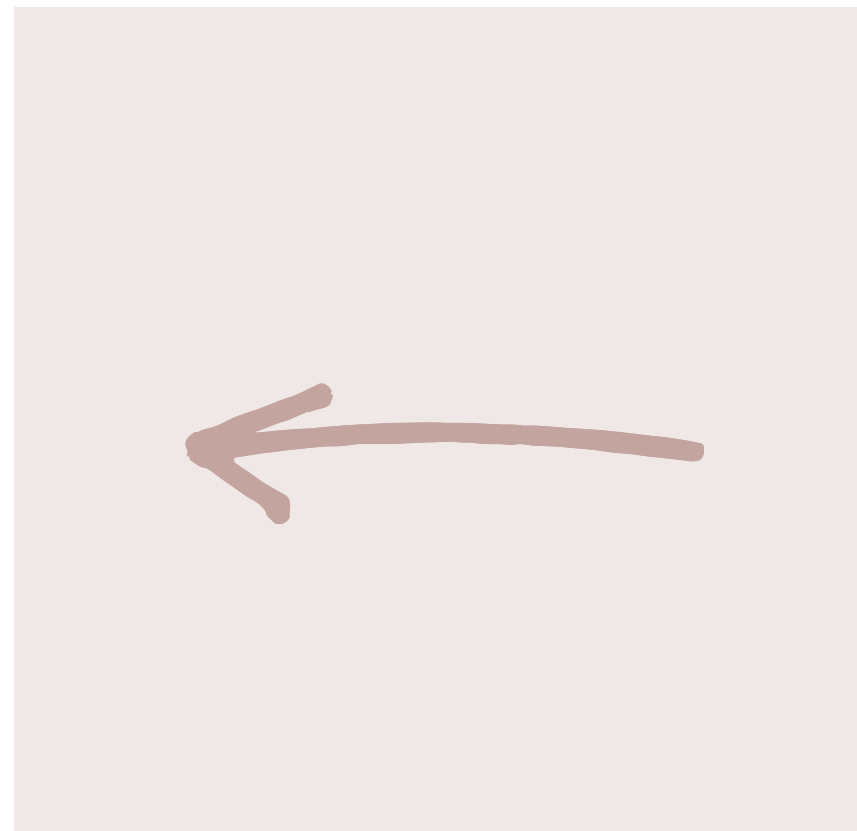






HOW TO DISCOVER YOUR PRIORITIES:

- What do you want your life to look like?
- What fills you up on the inside?
- What legacy do you want to leave?"

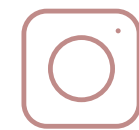




THANKS FOR WATCHING!



kalyn@kalynbrooke.com



[@KalynBrookeCo](https://www.instagram.com/KalynBrookeCo)

