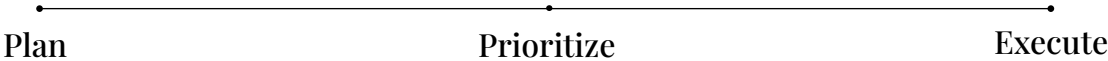


Priority Task Management

THE STRESS-FREE WAY TO GET THE RIGHT THINGS DONE



To do lists help us accomplish what is _____ before they become _____, and make _____ towards the right things.



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



Your mind is for _____ ideas, not _____ them.
- David Allen

THE SOLUTION:

Shift this burden of organizing and storing information to the _____.

NOTES:

Task Management Basics

TASK: A small, detailed, _____ step.

PROJECT: A _____ of tasks.



Every task needs an _____.

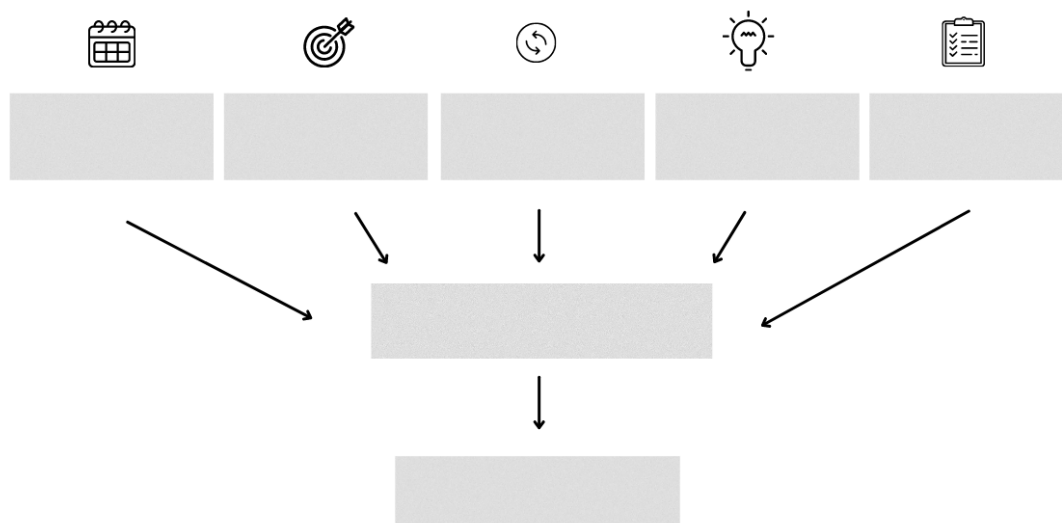
TASK MANAGEMENT: The process of _____ ,
_____, and _____ your tasks.



You can apply these principles to _____.

Task Management Flow

THE TASK FUNNEL:



TASK BUCKET #1: UPCOMING EVENTS

TASK BUCKET #2: CURRENT GOALS/PROJECTS

TASK BUCKET #3: RECURRING TASKS

TASK BUCKET #4: RANDOM TO-DO'S

TASK BUCKET #5: MASTER TASK LIST

Weekly Task Planning



You have a choice in life. You can either _____
according to a plan you've set. Or you can _____
according to the demands of others.

- Michael Hyatt

SAMPLE WEEKLY PLANNING ROUTINE:

- 1 Write down any fixed events or appointments.
- 2 Write down any tasks related to these events. **(Bucket #1)**
- 3 Migrate unfinished tasks from last week to this week.
- 4 Add tasks related to any current goals or projects. **(Bucket #2)**
- 5 Add recurring tasks. **(Bucket #3)**
- 6 Add random to-do's. **(Bucket #4)**
- 7 If there's room, add 1-2 tasks from your Master Task List **(Bucket #5)**

NOTES:

Daily Task Planning

WHY SHOULD YOU PLAN THE NIGHT BEFORE:

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

STEPS TO PLAN YOUR DAY:

1 _____

2 _____



Be mindful of how long each task will take. Add an extra _____.

Task Prioritization



Not _____ can be a priority.

TWO QUESTIONS TO HELP PRIORITIZE YOUR TO-DO LIST:

1 _____

2 _____



Write down _____ tasks then you feel comfortable with.

Task Auditing



Reassess your to-do list _____.



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

IF YOU MIGRATE A TASK MORE THAN THREE DAYS, ASK YOURSELF...

- 1 Is the task important?
- 2 Are you procrastinating? Why?
- 3 Does this task belong on your list at all?

Three Temptations

Temptation #1: _____

THE SOLUTION:

- 1 Remove _____.
- 2 Focus on _____ task at a time.

Temptation #2: _____

THE SOLUTION:

- 1 Track your _____.
- 2 Build in time for _____.

Temptation #3: _____

THE SOLUTION:

- 1 Focus on _____.
- 2 Ask how this will benefit your _____.



Live with _____ and you'll know where you want to go.

Live by _____ and you'll know what to do to get there.

- The One Thing

HOW TO DISCOVER YOUR PRIORITIES:

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

NOTES:

Thanks for watching!

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