



“To Do” List

- We all constantly set goals whether; they’re big or small, or whether we write them down or just think about them.
- Goals give us direction and a purpose.
- A “To do” list is a version of setting goals – it is the things we need to get through to get to the desired outcome – no matter what it may be.
- But to plan our days properly we not only need to know the things we need to accomplish, but we also need to know how long each one will take us. Once we have all of this then we can plan our diaries and days affectively.
- The secret to establishing a “to do” list is that it’s best to do as the last task of the day, to plan for the

next day. Trying to do it first thing in the morning as the day begins can add extra stress.

- Don't forget the time needed for taking breaks and adding them into the "to do" list as they're just as important as the work that's needed to be completed.

What next?

- Thank you for subscribing to my course, I hope you enjoyed it. I do offer an holistic approach, "live" online courses related to "Adapting to a new reality – working from home" All of my life-skills online courses can be viewed at <https://garyhirson.com/garys-school/online-courses/>. But also, please feel free to send a review or a testimonial to gary@garyhirson.com.
- I look forward to hearing from you.

Gary Hirson