

To-Do Lists, Task Initiation, and the Pomodoro Method

How do I start the thing?

What makes a good to-do list?

A good to-do list has the following elements:

- Easily achievable tasks
 - Detailed task descriptions
 - Proper planning
 - Flexibility for any delays
 - Having a distinction between objectives and goals
1. Take Your Time to Plan the List
 2. Write Tasks, Not Goals
 3. Keep To-Do Lists Brief
 4. Put a Limit on Items
 5. Use Checklists for Complex Tasks
 6. Batch Similar Tasks
 7. Track the Recurring Tasks
 8. Prioritize Your Tasks

Other Terms and Considerations: Task Initiation, Pathological Demand Avoidance, Fear of Failure, Shame, Being Overwhelmed, Impossible Tasks, Productive Procrastination

BULLET JOURNAL

 <i>task</i>	 <i>in progress</i>
 <i>event</i>	 <i>completed</i>
 <i>appointment</i>	 <i>irrelevant</i>
 <i>inspiration, quotes</i>	 <i>priority</i>
 <i>notes</i>	 <i>rescheduled</i>
 <i>deadline, date due</i>	 <i>cancelled</i>
 <i>important</i>	 <i>email</i>
 <i>research, explore</i>	 <i>call</i>
 <i>track</i>	 <i>buy</i>
 <i>ideas</i>	
 <i>read</i>	
 <i>break</i>	

Ryder Carroll began looking for a simple method of personal organization in college in the late 1990s. Diagnosed with attention deficit disorder as a child, he wanted a system to help "move past his learning disabilities." By the time he graduated from college, he had devised the bullet journal method.

Designed to be personal - all "methods" are meant to be molded into what the person needs but in general a bullet journal has:

- Index
- Symbols
- Color Coding
- Future Logs or Goals
- Monthly Planning

Embrace the Snowball

Break tasks down into the smallest possible steps.

Imagine brushing your teeth broken down into mini-tasks:

- Go to the bathroom
- take out toothbrush
- squeeze toothpaste on the brush
- turn water on
- wet the toothbrush
- start brushing top teeth
- Spit out toothpaste
- Brush bottom teeth
- ETC



Task Pairing

A great hack for task initiation is task pairing. This is when you combine a less pleasant task with something you enjoy.

Let's say you're an adult who detests washing dishes. Let's pair it up! How about watching your favorite Netflix show as you wash the dishes?

Suddenly, the dishes don't seem so bad while I'm watching an episode of The Great British Bake Off. Pairing tasks like this creates a sense of anticipation instead of dread



DIRECTIONS & TIPS

STEP 1: *Choose your categories*
Pick six categories of tasks

1 LIVING ROOM

- Dust
- ~~Mop/Vacuum~~
- Clean the couch
- Beat out the rugs
- Clean the tv stand
- Organize the bookshelf

4 KITCHEN

- Wipe down counters
- ~~Empty dishwasher~~
- Load dishwasher
- Clean out old food
- Sweep + mop
- Trash

2 BATHROOM

- Toilet
- Drawers + Cabinets
- ~~Sink + tub~~
- Sweep + mop
- Wipe down the walls
- ~~Take out trash~~

5 RANDOMS

- Load of laundry
- ~~Load of laundry~~
- Load of laundry
- Carwash
- Vacuum out car

3 BEDROOM

- Make bed
- Put away laundry
- Dust
- Organize drawers
- ~~Sweep + mop~~
- ~~Trash~~

6 BREAK TIME

- 15 minutes social media
- 15 minute walk
- 15 min snack break
- ~~15 min social media~~
- 15 min "savasana"
- 15 min meditation/stretch

TIP: *Self Shame*

If it goes on the list but it doesn't get done by the time you are done with chores or you hit your roll goal, NO SHAME! You did your tasks - you can roll again tomorrow!

STEP 4: *Do it*

Make sure you cross off your tasks as you complete them. Of course you're doing the things and every time you do, you'll see what you've done and it'll send your brain a signal that screams "YOU DID THE THING!". This is so important. It makes us want to keep going!

STEP 3: *Roll time*

Use dice or a number picking app and roll for your first category. Then roll again for your first task! You make the rules - you can pick to roll a certain # of tasks, set a timer and try to see how many you can do, set rewards for how many you finish, or even use as a chore chart for kids to roll a few tasks before technology time!

TIP: *Combine or split tasks*

If you struggle with a particular task split it up into parts! Or vice versa, if you have two tasks that go together that you don't mind doing, feel free to combine

TIP: *Duplicate important tasks*

If you have tasks with higher levels of importance or need done more often, put them on the list more times so they can pop up more!

TIP: *Have a box of fun stuff*

Having motivating tasks on the list makes rolling actually interesting!

Roll for Initiative

Time Management Matrix

	Urgent	Not Urgent
Important	<p>1. The Quadrant of Urgency</p> <ul style="list-style-type: none">- Crises- Pressing problems- Deadline-driven projects, meetings, preparations 	<p>2. The Quadrant of Quality</p> <ul style="list-style-type: none">- Preparation- Prevention- Values clarification- Planning- Relationship building- Empowerment 
Not Important	<p>3. The Quadrant of Distraction</p> <ul style="list-style-type: none">- Interruptions, some phone calls- Many pressing matters- Many popular activities- Some emails, reports & meetings- Often deceptive & hijacks time 	<p>4. The Quadrant of Waste</p> <ul style="list-style-type: none">- Trivia, busywork- Junk emails- Some phone calls- Time wasters- 'Escape' activities 

Each quadrant has a different property and will help you prioritise your tasks and responsibilities. The quadrants are as follows:

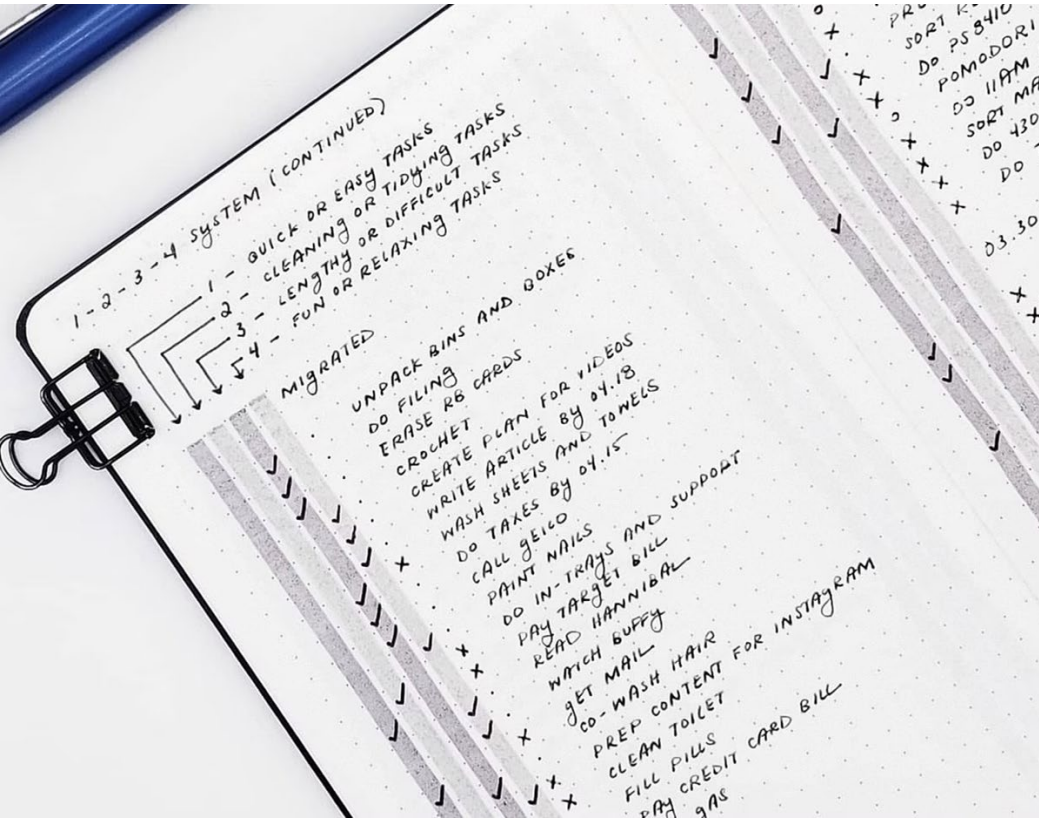
- Quadrant 1: Urgent and important
- Quadrant 2: Not urgent yet important
- Quadrant 3: Urgent but not important
- Quadrant 4: Not urgent and not important

The Four Quadrants model categorises each task, responsibility or relationship based on its urgency and importance. The objective of using this model is to improve both your personal and



To learn more, scan the QR code with the camera on your phone or visit www.asl.co.nz/timemanagement

1-2-3-4 Method

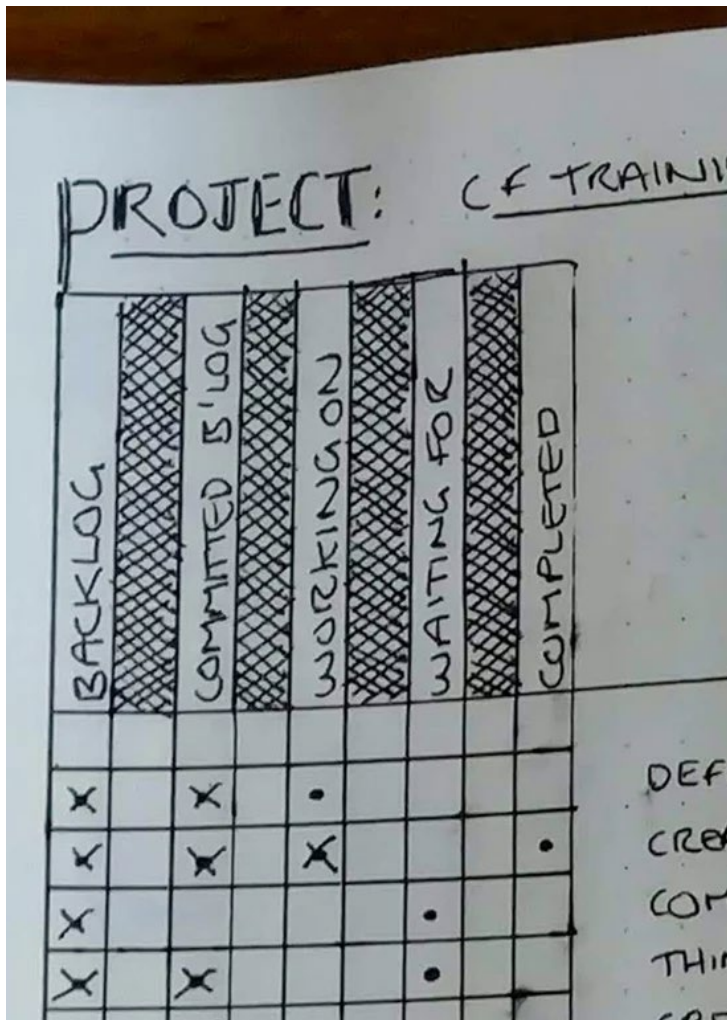


Construct a Daily Log with four signifier columns.

- The first column is used to mark quick or easy tasks (group 1).
- The second column is used to mark cleaning or tidying tasks (group 2).
- The third column is used to mark lengthy or difficult tasks (group 3).
- The fourth column is used to mark fun or relaxing tasks (group 4).

The process is to pick one task from each group for a total of four tasks. Do these four tasks in order (Do a group 1 task, then do a group 2 task, then do a group 3 task, then do a group 4 task). When you are working on this “chain” of tasks, try not to stop until you have finished all four. .

Kanban or Alistar Method



On the top of the left page write down the project title. Next, below this, vertically write in the status bars for each stage of your project. Think about how your project will progress so that you can follow the stages through from left to right. Exactly what you put into the stages area is up to you

- Backlog (Planning - Brainstorm)
- Committed Backlog (Started - Needed)
- Working On
- Waiting For
- Completed

To the right of the status bars, I write a clear and actionable definition of the task I'm tracking. By using a two-page spread, I find I have enough space to write a useful description, whilst still keeping to a single line.

Pomodoro Method

The Pomodoro Technique is a time management method developed by Francesco Cirillo in the late 1980s. It uses a kitchen timer to break work into intervals, typically 25 minutes in length, separated by short breaks. Each interval is known as a pomodoro, from the Italian word for tomato, after the tomato-shaped kitchen timer Cirillo used as a university student.

THE POMODORO TECHNIQUE®

A SIMPLE METHOD TO BALANCE FOCUS WITH DELIBERATE BREAKS

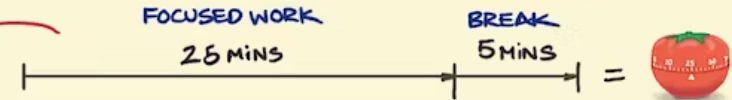


1 PLAN YOUR TASKS
How many pomodoros might you need?

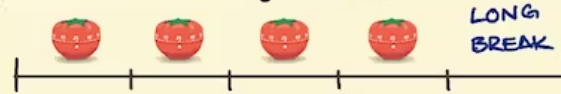
2 DO 1 POMODORO
Time for 25 mins then take a 5 min break

NO SNEAKY
WORKING!

PROTECT
YOUR POMODORO!



3 REPEAT x 4 POMODOROS
Then take a longer break



CONCEIVED BY FRANCESCO CIRILLO

sketchplanations