



THE TO-DO LIST SOLUTION

*Grab a pen! Studies show you retain as much as
70% more information when you take handwritten notes.*

1. Writing prompt:

2. Brain dump to-do list:

3. Mistake #1:

4. **To-Do List Solution #1:** Don't _____ everything down, specifically

_____ tasks and anything that take less than ____ minutes.

5. The best way to remind yourself of recurring items is to

_____ it to something else to make it a _____.

6. The ____-minute rule. If you can do it in under that time then _____

_____ (think Nike!)

7. Mistake #2:

8. **To-Do List Solution #2:** Identify _____ vs. _____ tasks.

Deep tasks are:

Shallow tasks are:

9. Mistake #3:

10. **To-Do List Solution #3:** Assign a _____ and _____ to your to-dos.

This is called _____.

BONUS TIP:

Resources

- Quiz at **thepowerofwhenquiz.com** to help you identify your best deep and shallow times
- **Deep Work: Rules for Focused Success in a Distracted World** (amzn.to/3O3dPKw)
- **The Power of When** (amzn.to/3QdBdqB)
- To find out more about working with Alegre, visit **InspireInformIgnite.com** or scan the QR code to connect on LinkedIn.



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