



Organize Your Week

Do you worry about forgetting tasks or missing deadlines? Do you have a task list that is overwhelming and never seems to get any shorter? Take control of your day, week and month by implementing processes to ensure tasks are done and on time.

Gather Information:

- Put all the tasks in one spot: A notebook, planner, or spreadsheets can be as effective as a digital list. However, apps like **Asana**, **Todoist**, or **Workflowy** make it easier to edit and keep your list up-to-date.
- Every week, write down all the tasks that are in your head.
- Include all the tasks from your email and text messages.
- Now prioritize them:
 - Critical - needs to be done right away
 - High - needs to be done within 3 days
 - Medium - can wait until Critical and High tasks are done
 - Low - needs to be done, but can wait until all else is completed
 - Quick Wins – some days you just need to get something accomplished to get your day started right. If a task will take less than a minute, just do it now. You'll feel better!

Organize:

- Schedule time in your calendar to tackle your task list.
- You can also sort tasks into groupings, e.g., finance, marketing, networking, by either colour-coding or using a tag system if it works better for you.
- If there's a deadline, move the task to your calendar and set a reminder for a few days before it's due to allow time to work on it. For example, if you must call someone on Friday, put it on your calendar instead of leaving it on the task list where it can more easily be missed.

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- If there isn't a deadline, using the date the task was entered on your list will help show how long it's been on your list, and can also help you decide if it's worth doing at all
- If the task will be time-consuming, break it into sub-tasks. This way you not only feel like you are making headway, it gives you a better idea of what you're up against and how long it may take; it allows you to delegate some of the sub-tasks as well.
- Remove tasks that have been completed. Sounds obvious, but it can be easy to miss this step. If you prefer to keep a record of what was accomplished on a specific day, use the strikeout feature in Word or Excel, or use Archive if the task is in an app.

Remember

- Keep your list dynamic by reviewing it daily and/or weekly. Priorities change, projects fall away or are completed. Seeing your task list change will give you a sense of accomplishment. If it's just a list of things, you're less likely to work through it.
- The process is more important than what form your task list takes. Gathering and organizing the information is universal, no matter where your list is recorded.