

# how to ~ To Do Lists

*a number of tasks that need to be completed,  
typically organized in order of priority*



**CareGivers  
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Home Healthcare Services

Just because you've written your to-dos down doesn't mean your to-do list is actually useful.

Effectively tracking when your work is due can help you prioritize and get great work done. But too often, that list of work to-dos is disorganized and disconnected from the actual work you're doing—which leads to less clarity and more work about work.

## 6 Secrets to Have More Productive To-Do Lists

**Capture everything** It's better to write something down and mark it as complete later than to forget what you wanted to do in the first place. Oftentimes, some of our best brainstorming come when we're not prepared to write them down—but inspiration doesn't wait to strike. If you have a passing thought about something you could do to improve a project or a great idea to pitch to your boss, simply add it to your to-do list.

**Lists, lists, and more lists** To take control of your to-do list and get your best work done, consider making more than one list. For example, make sure each project or large initiative has its own list. Additionally, consider creating one list for work that's immediately actionable, another for future project ideas, and a third for personal reminders.

**Organize your to-do list by workflow, priority, or due date** Consider building sections for different types of work. That way, you can sort work by project or priority, depending on your preferences.

**Verbs first, details later** In addition to making sure every to-do is **actionable**, we recommend starting most to-do titles off with a verb. While this isn't a make-or-break rule, starting to-dos with a verb will help you know exactly what each to-do is about.

**Prioritize your to-dos** In order to make sure you get the right work done on time, it's important to know which of your to-dos are most important. Whether you put the most important to-dos at the top or use custom tags to flag priority, make sure you have visibility into your critical work, so you don't miss anything.

**Always include a deadline** When it comes to hitting your to-dos, you don't just need to know what to do—you also need to know when to do it by. Finishing all of your important tasks doesn't mean much if they're finished on the wrong day.