



## **Managing To-Do Lists** **By Karen Whiting**

A to-do list should inspire a person to accomplish tasks and not look overwhelming. A little strategy makes a list more achievable. It's also important to decide what is not your responsibility. Know what to delegate, to leave for another season, and to do soon.

### Considerations when creating the list

- Be specific, not general, on listing tasks
- Create categories to help group and sort the timing: Group phone calls, households jobs, errands, and weekly jobs
- Define your goals and main responsibilities, then keep related tasks a high priority
- Maintain a next day list separately from a list of all jobs or weekly goals
- Make a new short list at the end of each day to start the next morning
- Time tasks to know how much time to allocate in the future

### Manage the list

- Divide large tasks into steps
- Designate specific time for larger tasks (am/pm—minutes or hours)
- Delegate what others can do. Pass tasks to a committee, other worker, or volunteer
- Define project timing. Schedule the calendar a week or month out
- Ditch the unimportant—tasks you don't have time to do
- Decrease expectations, and thus the work load (great power points are nice, but do the basics when there's no time for adding bells and whistles)
- Do allow time for unexpected/divine calls by scheduling free time

### The Not To Do List to remove from your to-do-list

- Activities you declined already
- Jobs that belong to someone else
- Tasks for which you do not have the expertise

Karen Whiting is an author of nineteen books, international speaker, and former television host.



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