

In 2018, we're letting go of plain old
"to-do" lists.

Let's Actually Get Sh*t *Done*

Don't worry. There's a work-friendly version too :)

Based on former president Dwight Eisenhower's method, you can prioritize your daily or weekly tasks and, for once, actually finish them all!

Here's how it works:

Urgent, Important: Do as many of these tasks as possible before doing *anything else!*

Not Urgent, Important: Decide when these tasks need to be done and schedule them for later.

Urgent, Not Important: Delegate these tasks to someone else - family, friends, or someone you hire.

Not urgent or important: Delete it! If it's not urgent or important, you may not want it on your to do list at all!

Get Sh*t *Done*

Week of _____

Urgent

Not Urgent

Do It First.

Schedule it.

Important

Pass it on.

Drop it.

Not Important

Get Stuff *Done*

Week of _____

Urgent

Not Urgent

Do It First.

Schedule it.

Important

Pass it on.

Drop it.

Not Important

Get Sh*t *Done*

Date _____

Urgent

Not Urgent

Do It First.

Schedule it.

Important

Pass it on.

Drop it.

Not Important

Get Stuff *Done*

Date _____

Urgent

Not Urgent

Do It First.

Schedule it.

Important

Pass it on.

Drop it.

Not Important