

Get Organised and Get More Done Checklist

Work with your brain	How well I'm doing	Notes
Drop multi-tasking.		
Get everything you need to do out of your head. Use either old-fashioned pen and paper, or an electronic system.		
Write everything down. If you're continually asking yourself: what should I be doing next, you're wasting a huge amount of your brain's energy.		
Plan	How well I'm doing	Notes
Think through, and write down, your firm persuasion: who you are and what you want to do with your life.		
Then write down your list of 'someday maybe' items.		
After that write down specific goals and projects.		
Lastly write down your weekly list of tasks based on the three above and anything else.		
Create different task lists. Divide your tasks into brain-intensive categories. (You can see my version in the August, Tea & Toast notes.)		
Cross tasks off when you've done them and get a dopamine hit!!		
Decide on three priorities, rather than 10 or more. Our brains like the number three.		



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Take action	How well I'm doing	Notes
Work out how long you can stay in the flow: probably no more than 90 minutes and often less. (We're all different.)		
Then work out when your power hours are. (Are you a morning, midday, afternoon, or evening person.? Do your brain -intensive work then.		
Have a first thing plan. Decide each day what you're going to do first and do it. Avoid distractions.		
Decide between inside out or outside in. Outside in is doing the big and meaty stuff first. Inside out is getting little tasks out the way first. (I call it clearing the decks.) Decide what works for you.		
Decide on quality. Does every task you do have to be perfect? Is 80% good enough?		
Delegate if you can.		
Take the first step towards a big task. It's opening a loop. Our brains then want to close it. Just get started.		
Use the Eisenhower Matrix. (See the full set of notes, page 5.) Look at Box 2 - Plan. What is not urgent but important to achieve a long-term result.		
Re-group regularly. Look through your task lists, re-prioritise, write a new list and start again.		



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Manage email	How well I'm doing	Notes
Adopt a laundry mentality: manage with your email in batches.		
Try 3 - 2 - 1 - 0. Spend 30 minutes managing email, twice a day. Read each email only once and have 0 in your inbox.		
Final thoughts	How well I'm doing	Notes
Manage your environment. Change things up every three months.		
Manage your energy: take regular breaks.		
Try zero-based calendaring. Look back over your calendar and see where you spend your time. Then start afresh. Put in activities you just can't move. Then allocate time to your priorities.		
Allocate down time. Give it a posh name like strategic pause.		
Create a Future You Pre-Mortem. Decide what you want to have achieved by a certain date and book in time to achieve it.		
Allow for a mess and some spontaneity. Be open to changing plans when you need to be creative and seize opportunities.		

