

# The Perfect To-do List



Use this simple productivity framework to help yourself create some clarity and stop multi-tasking.

## Must Do

These are tasks that will have a direct impact on your client, team or you and **MUST** be done by you because you are the only person with the skill to complete the task.

- 1 .....
- 2 .....
- 3 .....
- 4 .....

## Could Do

These are tasks that do not have a direct impact on your client, team or you but may improve or enhance outcomes (beware this is a never-ending list!).

- 1 .....
- 2 .....
- 3 .....
- 4 .....

## Would Like to Do

These are tasks that may or may not directly impact on your client, team or you but they give you joy!

- 1 .....
- 2 .....
- 3 .....
- 4 .....

## Someone Else Can Do

These are tasks that can and should be delegated e.g. team member, partner, children, family member (don't be afraid to ask!)

- 1 .....
- 2 .....
- 3 .....
- 4 .....