

# How to organise a to-do list – *our top tips*

**Sometimes there are so many tasks on our to-do lists that we don't know where to start!**

Here are our top tips for deciding which order to approach our daily tasks.



**Write your list. Remember to break projects into actual tasks. Don't forget important things in your personal life too, like booking a doctor's appointment.**



**Re-read it – what could you delegate or outsource? Remember, if you're a manager, you should be managing not doing!**



**Ask yourself if you need to do it all today. Could you do the less urgent tasks tomorrow?**

Then number your tasks so you know which order to approach them in. We usually number them like this:

- 1. The one you've been dreading! Get it out of the way first.**
- 2. The quick win. Choose something quick but important, tick it off and congratulate yourself.**
- 3. The most urgent jobs**
- 4. The task you've been procrastinating about**
- 5. The daily tasks you're accustomed to**
- 6. The least urgent**

**If you've got jobs on your list you could be outsourcing, Get Ahead can help. We love supporting businesses with social media, admin, marketing, HR and more. Contact your local regional director on 01483 332 220 today.**

