

8 Reasons Why Your Current To-Do List Is Not Working *For You*



Because you...

- 1. See the tasks on your list as a parking lot instead of a parking space.
- 2. Leave tasks to be done in the past instead of recalibrating to the future.
- 3. Do not break your To-Do's down into manageable bite-sized steps.
- 4. Underestimate how long tasks will take you.
- 5. Multitask and task switch too much without finishing projects.
- 6. List tasks to do without connecting them to the length of time to complete.
- 7. Consistently add things to the list without removing ideas from the list that are no longer relevant.
- 8. Avoid looking at the to-do list when it becomes overwhelming or on a consistent basis.



