

TIME KEEPER



THE GROOVE

Be your own personal time keeper with this handy-dandy to-do list tool!

Take some time to write out all of things buzzing in your brain that you'd like to get done. Once you've written out ALL of your to-dos, start to categorize them into three segments: **Urgent**, **This Week** and **Later**.

“**Urgent**” tasks, should be items that you want complete ASAP (scheduling a doctor’s appointment, going to a parent-teacher conference, paying the bills). “**This Week**” tasks are things that need to be taken care of when time permits, but hopefully before it’s too late (doing the laundry, going to the grocery store, returning the library books). And “**Later**” tasks should be things that you’d like to get to eventually (reading that book your friend suggested, painting the bedroom, trying out a new restaurant).

Next to each task, put a **1** to indicate **urgent** items, a **2** to indicate **this week** items and a **3** to indicate **later** items.

It's best to write-out your to-do list like a stream of consciousness. Don't worry about categorizing tasks until they are ALL written out. You can put them in order afterwards. Are you ready? ...Go!

1 = Urgent

2 = This Week

3 = Later



TASK LIST

CATEGORY

Phew! You did it!

Now that you've written and categorized your to-do list, let's start to visualize where those items will fit into your schedule! Using the charts below, write out your urgent items in the "Today" box, spread out your this week items in the "Week" chart, and finally look over your later items and pick a month where you'll focus on 1 or 2 of those tasks!

This chart of tasks will change each day! To keep up with completed and uncompleted tasks, we suggest keeping your to-dos organized and dated on a digital platform, like Asana or Wunderlist.

TODAY

<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>
<u>FRIDAY</u>	<u>SATURDAY</u>	<u>SUNDAY</u>	<u>NOTES</u>

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER