

# How to Tackle Your To-Do List

---

**Start with priorities.** Remember, everything on your to-do list is not a priority. Checking items off a to-do list doesn't determine progress; focusing on your priorities is what counts.

**Don't give it a second thought.** Sometimes the hardest thing to do is to get started. So fight the urge to overthink everything. Jump right in without delay.

**Limit distractions.** Don't let anything or anyone sidetrack you. Focus on your task at hand. Whatever is "calling" you will be there when you're finished.

**Learn from mistakes.** Be aware of how you procrastinate and learn from it. When people don't learn from mistakes, their actions often turn into bad habits.

**Set a short-term goal.** Make a commitment to yourself — even if it's an artificial deadline. A goal forces us to get things done.

**Break big activities down into small pieces.** Don't get overwhelmed by the magnitude of a task. Big problems are best solved in small pieces.

**Fire the perfectionist.** You'll rarely have all the information you need to make a "perfect" decision. So don't demand perfection.

**Think about it.** Be conscious of your thoughts. Try to replace counterproductive thoughts with positive ones that motivate you and keep you on task.

