



USING THE ENHANCED TO-DO LIST

#1

Values List your values in column #1. These are the qualities that you believe are important in the way you live and work. For example:

- Integrity
- Family
- Creativity
- Independence
- Hard work

Aim for between four and six values. If these don't come readily to mind, Google "values." You'll find plenty of values lists to stimulate your thinking.

#2

Big Picture Goals In column #2, list your big picture goals. These

are the important, longer-term goals you want to accomplish. They can be both professional and personal. For example:

- Build five new client relationships that will generate \$1million-plus in income.

#3

To-Do's Use column #3 for your daily to-do's. As you do this, re-read your values and big picture goals lists. Check for alignment. This will help you make better decisions on how to prioritize and best use your time.

#4

Gut check At the end of each day consider your accomplishments. Did you complete what you needed to get done? Did you take action to make progress towards your big picture goals? Did you behave in accordance with your values? Knowing you will hold yourself accountable at the end of each day will keep you focused and extremely conscious of how you use time.

About the form The PDF form provided is a fillable form. Your values and goals will automatically fill in each day. Save the original so you can make additional copies.

Tips

If you want this to work for you, make it a daily practice. That means every work-day – even when traveling.

Re-read your goals every day – even though you know them by heart.

After you've been using the list for a couple of weeks, review your notes and look for patterns. For example:

- What's working well for you?
- Are there certain items you always avoid?
- Do overestimate what you can do in a day?
- What gets you off track?

Test the process for at least 30 days before evaluating how it's working.

Get an accountability partner that you feel comfortable sharing your goals with and ask them to hold your feet to the fire.

THE ENHANCED TO-DO LIST



Monday

Your Values	Big Picture Goals	To-Do's (in order of priority)	End of Day Gut Check

TUESDAY

Your Values	Big Picture Goals	To-Do's (in order of priority)	End of Day Gut Check

WEDNESDAY

Your Values	Big Picture Goals	To-Do's (in order of priority)	End of Day Gut Check

THURSDAY

Your Values	Big Picture Goals	To-Do's (in order of priority)	End of Day Gut Check

FRIDAY

Your Values	Big Picture Goals	To-Do's (in order of priority)	End of Day Gut Check