

LABELING

Group those to-do's together

What it is:

- Organizing your to-do list by grouping similar tasks together (instead of just listing them out in no particular order)

How it works:

- Write out a to-do list (don't overthink; just brain-dump)
- Pick a category for grouping tasks (these are just examples)

Action required

- Contact (*emails, calls*)
- Decide (*choose option*)
- Create (*design, draw*)
- Purchase (*order, buy*)
- Research (*look up*)

Difficulty

- Easy
- Moderate
- Hard

Time

- 5 mins
- 30 mins
- 1 hour

Progress

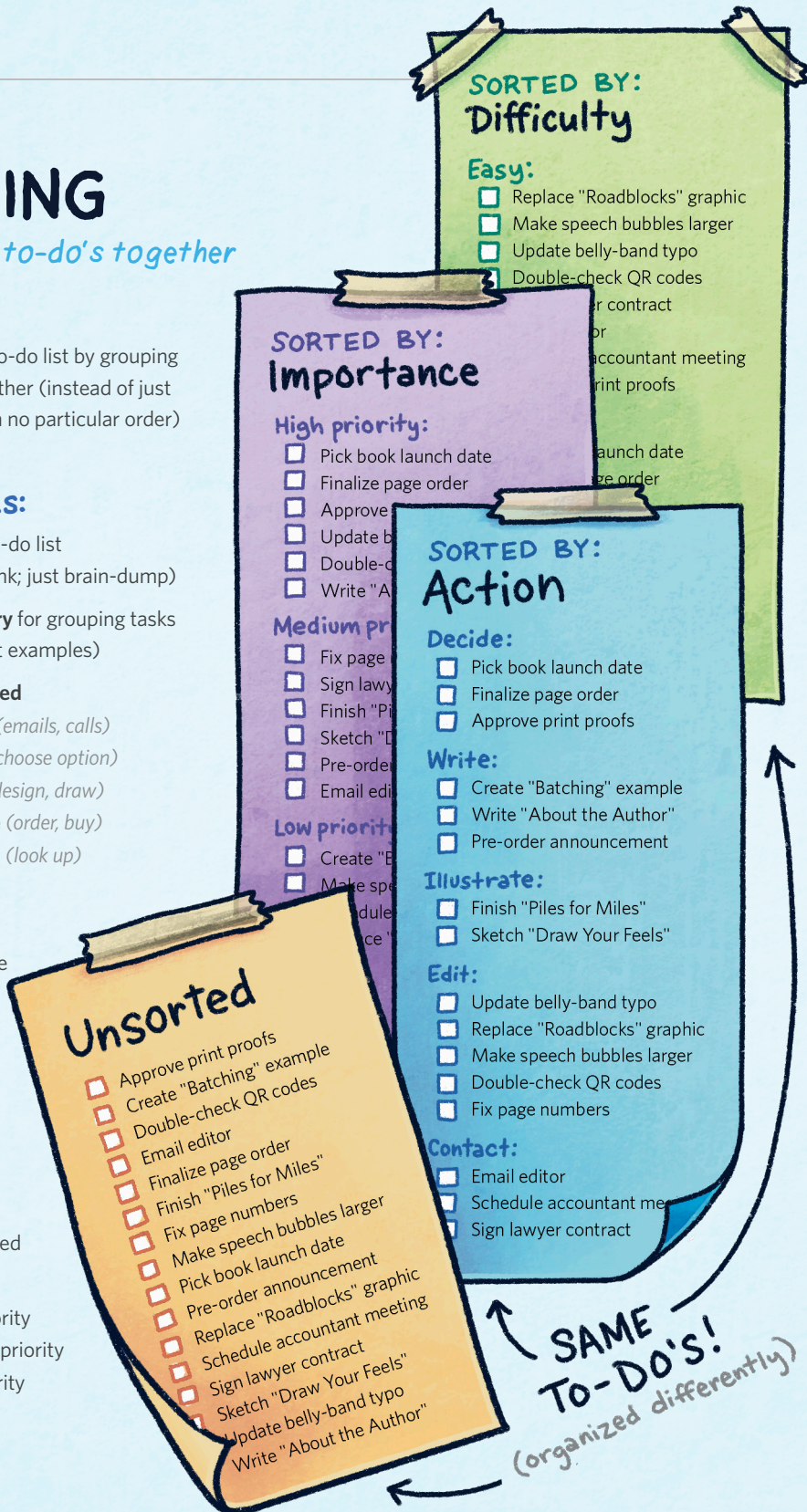
- Started
- Not started

Importance

- High priority
- Medium priority
- Low priority

Work

- Projects
- Clients
- Deadlines



KANBAN BOARD

Visualize project progress: Do, doing, done.

What it is:

- A flexible, visual workflow tool, originally created by Taiichi Ōno in the 1940s

Works best for:

- Large projects with smaller components
- Keeping track of the status of many tasks
- **People who:**
 - Are visual learners
 - Enjoy project management

You'll need:

- Sticky notes
- White board (or any large surface, such as cork-board, window, poster board, etc.)

Why it helps:

- Simple, easy-to-understand layout
- It's satisfying to move tactile to-do items around instead of checking off a box on a list
- Visual progress is encouraging, and shows how far you've come (vs. how much is left)

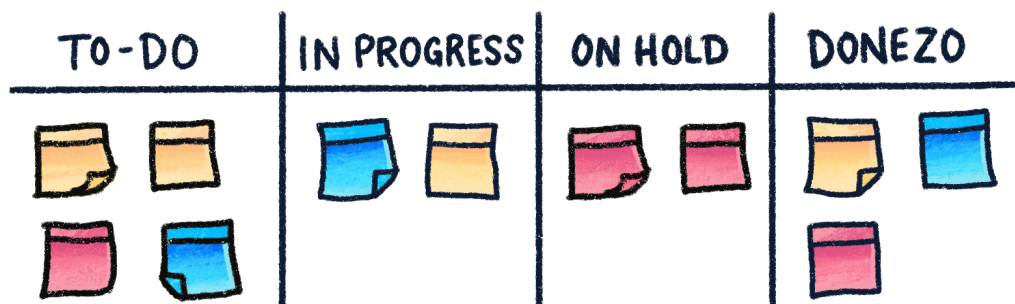
How it works:

1. **Make four columns**, labeled "To-Do," "In Progress," "On Hold," and "Done"
2. **Write down each individual task** on a separate sticky note
3. **Move tasks across columns** as you make progress on them. When starting a task, move it from "To-Do" to "In Progress," and then to "Done" once it's completed

Note: The "On Hold" column is reserved for tasks that are currently on "pause"—waiting to hear back from someone, getting feedback, or moving a task to the back-burner

Tips:

- **Prefer digital task management?** There are free online versions: KanbanFlow, Notion, Todoist, and more in [Resources](#) (pg. 320)
- **Color-code and draw symbols** at the bottom of notes to represent categories—envelope for "email," question mark for "decide," dollar sign for "purchase," etc.
- **Try adding "swim-lanes"** (additional rows) to categorize tasks into different projects



KANBAN BOARD EXAMPLE

To Do

IN PROGRESS



Labeling

 = WORK

 = HOME

 CLEAN

 PURCHASE

 RESEARCH

 CONTACT

 WRITE

 CREATE

 ERRAND

 SCHEDULE

 READ

ON HOLD

Review
expense
reports

Get
insurance
quotes

Design
email
header

Call
grandma

Write
meeting
agenda

Pick up
prescription
meds

Get oil
changed

Organize
office
closet

DONEZO

Batching

Complete tasks in one label group:

1. Choose a task label, like "purchase" (see example on right)
2. Complete as many tasks as you can from that one category
3. Move tasks across columns as you make progress

