

Your To-Do List Audit

from LainEhmann.com

Are you the master of or slave to your To-Do list? Take this quick quiz and find out! Answer “Yes” or “No” to the following 10 questions. Not sure? Go with your gut. It’s usually right!

1. I have more than 10 items on my To-Do List.
2. I often move items from one day’s list to the next.
3. There are items on my list that are more than a week old.
4. I don’t have a written To-Do List at all — I keep it all in my brain!
5. I have items on my list that will take more than 15 minutes to complete.
6. I have items on my To-Do List that aren’t necessary to achieve my highest-priority goals.
7. I have items on my list that it’s tough or impossible to “complete...” like “Get in shape,” or “Get organized.” (i.e. They are projects versus tasks).
8. I have mystery items on my To-Do List that I can’t remember writing down, or explain what they are, like “J.D.” or “cat.”
9. I regularly rewrite my To-Do List, hoping that somehow I’ll end up more organized or discover secret caches of time to get things done.
10. When I tackle my To-Do List, I start with the most fun or easiest tasks first, leaving the tougher or unpleasant tasks for later in the day.

SCORING: Give yourself one point for each “Yes” answer.

0-3: To-Do List Master! There may be a few places where you can refine your approach to your daily tasks, but overall, you’re getting it done, and getting it done well.

4-7: Firefighter: You are flying by the seat of your pants, going from fire to fire. You work on whatever catches your fancy, or whatever is at the top of your email in-box. As a result, you are constantly trying to keep all your projects moving forward, and you often wonder if you’re moving in the right direction. You’re busy, but not necessarily productive.

8-10: Donkey on the Edge: You wake up every morning knowing you’ll never get it all done, and you go to bed feeling like you’ve failed, again. You’re always behind the eight-ball, and you constantly have the feeling of letting others — and yourself — down. You want to do better, but you’re not sure how.

****Want to rock your To-Do List and turn it into a powerful tool to achieve your wildest dreams? Contact Lain for info on coaching options, including a new monthly productivity group. Just email lainie9@gmail.com for more info!**

laineumann.com

Your Productivity and Mindset Coach

