how to get stuff **done**

Sanger Learning & Career Center
life and learning in sync
DIVISION OF STUDENT AFFAIRS

STUFF YOU NEED TO DO

What is it?

Do I need to take action on this?

NO → **trash**

YES → **What's the next action?**

If it's a big project with lots of parts, break it down and define each step.

When do I need to do it?

NOW → **just do it**

(___ min rule)

SOON → schedule it / then do it

To do lists tend to roll forward from one day to the next. If you map things you need to do to a particular time on your schedule, you'll get more done.

someday or maybe list or folder

How to use this handout:

1. Collect everything in your inbox, and all the things you need to do. It's easier to get a handle on everything if it's gathered in one place.
2. Take each item through the process.
3. Repeat steps 1 and 2 regularly. Do a weekly review of what you need to get done.

If you're finding it difficult to prioritize, see ***Setting Priorities.***

adapted from **Getting Things Done** by David Allen (2001)