

Create Your Overall To Do List

Now, the next key section that I want to cover is creating your overall to-do list. To recap I mention those goals are dreams with deadlines. I also mentioned that plans define what need to be accomplished to turn those dreams into reality. And now, to-do lists define the individual tasks that when completed progress towards fully executing on your plans and realizing your goals. So let me give you a weight loss example again.

So let's say, your goal is to lose 25 pounds in a year. That is a very challenging goal - 25 pounds in one year. And anyone who says they are going to lose 25 pounds in a year and doesn't have a plan and doesn't have a to-do list has no shot of achieving that objective and that goal. So the goal is 25 pounds a year. A good plan would be losing a half a pound a week. That's a reasonable plan. Losing a half pound a week. And now, on our to-do list in terms of the individual tasks - our to-do list today is to exercise 30 minutes today and eat a healthy lunch.

So you could see, you take that big goal, you create monthly plans and annual plans broken down to months and smaller periods, and then you create a to-do list which are the individual tasks - like exercising 30 minutes today and eating a healthy lunch - that allow you to achieve your goals.

Now, what you need to do is you need to set up and keep a big to-do list of everything you need to do regardless of its importance. You call this the overall to-do list. And what you are doing here - and hopefully you already have some sort of to-do list, and if not, this will be your first to-do list - you start out by purging your brain and writing down all tasks that are nagging

you. There's so much information in your brain. Things that you want to do. Things that you want to accomplish. Writing them down into your overall todo list allows you to concentrate better on the tasks at hand. It also reduces a whole bunch of stress, and it clears your mind so you are much more creative and much more effective. Now, if you have something nagging that pops into your mind while you are doing something, then you need to write it down. That nagging is hurting your concentration. I remember years ago, the company that had given me my oil burner insurance went out of business. I had to get new oil tank insurance, and what happened was that I didn't do it right away. I didn't write it down and I remember being in an important meeting and all of a sudden, it just pops into my mind. Hey don't forget to get a new oil tank insurance and that hurts your concentration.

One of my favorite stories is the story of the truck that was stuck under the bridge. The father was sitting in massive traffic behind the truck with his little girl in the car and all the policemen and fire-fighters are trying to yank the truck out from under the bridge and the little girl whose mind was clear because she wasn't in a rush... she was not worried about 50 other things. She was not worried about all the traffic. She came up with the idea to let the air out of the tires of the truck. They let the air from the tires of the truck. They easily dislodged it from under the bridge.

The point once again is that when you have so much on your mind, when it's not clear, you can't think clearly. You need to create this overall to-do list that purges your brain and gets everything that you are thinking about - all these to-do items that reflect the plans and your goals - you need to get them into your overall to-do list. Once again, things that bother you and pop into your brains at times going forward, they need to be written down.

Getting a life insurance policy. If that has been nagging you for a while - am I saying do it today? No. I'm saying get it down on your overall to-do list.

That's the key to the first step. And then you don't have to worry about forgetting about it. It's always going to be on your overall to-do list.