

INSTRUCTIONS

THE BE-KIND-TO-YOURSELF-CONCEPT

This template limits your daily number of to-dos to seven minor tasks and one bigger project a day. Do not invent unnecessary tasks if you cannot fill out all boxes.

Being kind to yourself means not overestimating what you can accomplish in a day, and if you fail - then don't give yourself a hard time. For each task you did not make, if it is important, do it tomorrow. If not, then drop it.

HOW TO USE THE TO-DO-LIST

1 FILL OUT TO-DOS
Start by emptying your head and fill out the boxes with the tasks you want to do today.

2 MARK WHEN TO DO THEM
Then for each to-do plan if you want to do it in the morning, at mid-day, or at the end of the day. Allocate time for the big project during the time of the day where your focus is peaking.

3 TO-DO-STATUS BY THE END OF THE DAY
When the day is over, mark the status for each to-do. Is it done, in progress, not done and not relevant anymore (then drop it), or do you want to postpone it for tomorrow?

