



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 todo. Is it done, in progress, not done and not relevant anymore (then drop it!), or do you want to postpone it for tomorrow?

