

LABELING

Group those to-do's together

What it is:

- Organizing your to-do list by grouping similar tasks together (instead of just listing them out in no particular order)

How it works:

- Write out** a to-do list
(don't overthink; just brain-dump)
 - Pick a category** for grouping tasks
(these are just examples)
- Action required**
 - Contact (*emails, calls*)
 - Decide (*choose option*)
 - Create (*design, draw*)
 - Purchase (*order, buy*)
 - Research (*look up*)

Difficulty

- Easy
- Moderate
- Hard

Time

- 5 mins
- 30 mins
- 1 hour

Progress

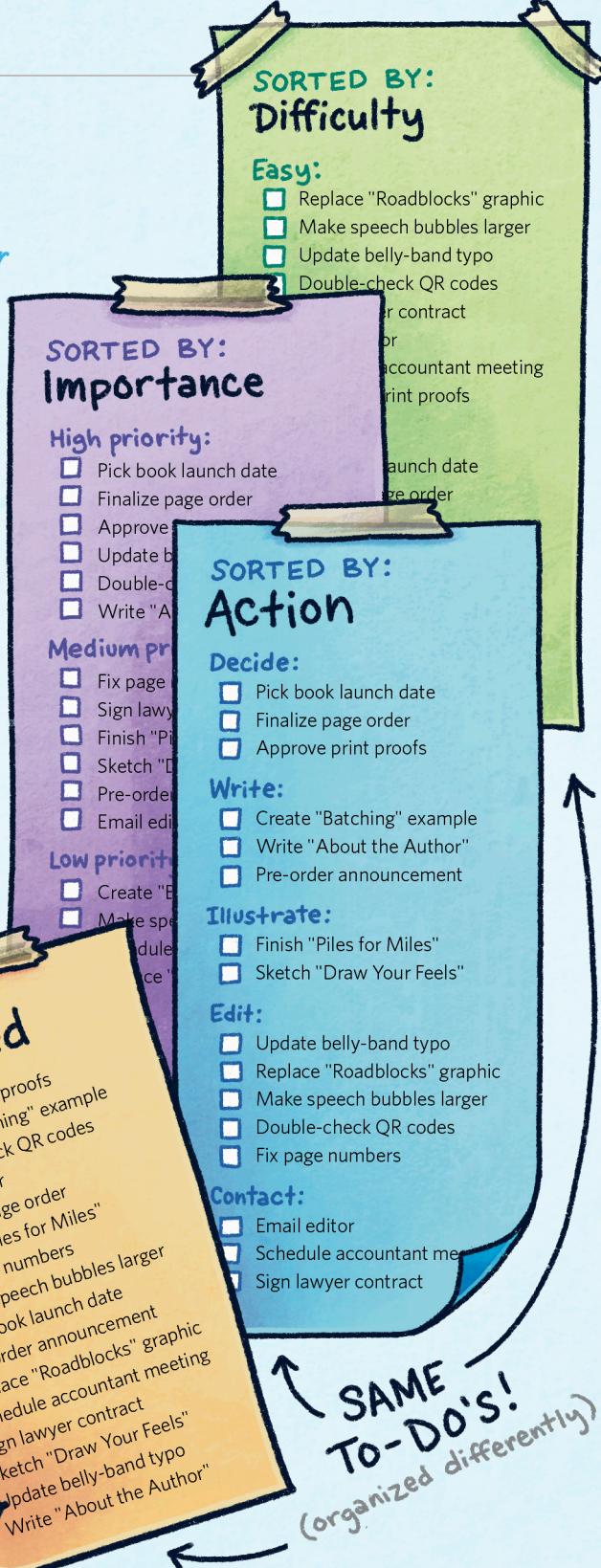
- Started
- Not started

Importance

- High priority
- Medium priority
- Low priority

Work

- Projects
- Clients
- Deadlines



KANBAN BOARD

Visualize project progress: Do, doing, done.

What it is:

- A flexible, visual workflow tool, originally created by Taiichi Ōno in the 1940s

Works best for:

- Large projects with smaller components
- Keeping track of the status of many tasks
- People who:
 - Are visual learners
 - Enjoy project management

You'll need:

- Sticky notes
- White board (or any large surface, such as cork-board, window, poster board, etc.)

Why it helps:

- Simple, easy-to-understand layout
- It's satisfying to move tactile to-do items around instead of checking off a box on a list
- Visual progress is encouraging, and shows how far you've come (vs. how much is left)

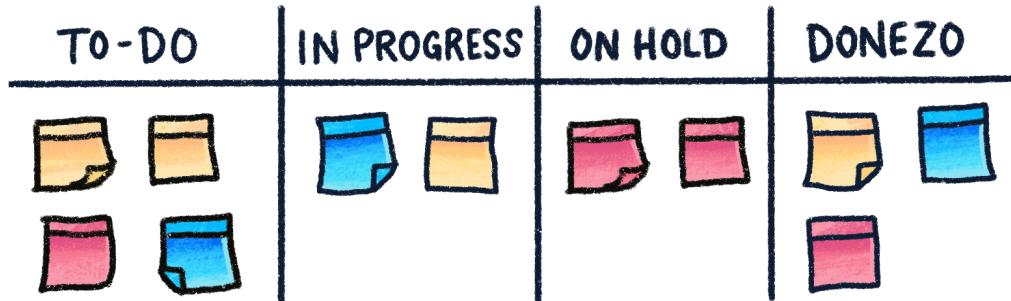
How it works:

1. **Make four columns**, labeled "To-Do," "In Progress," "On Hold," and "Done"
2. **Write down each individual task** on a separate sticky note
3. **Move tasks across columns** as you make progress on them. When starting a task, move it from "To-Do" to "In Progress," and then to "Done" once it's completed

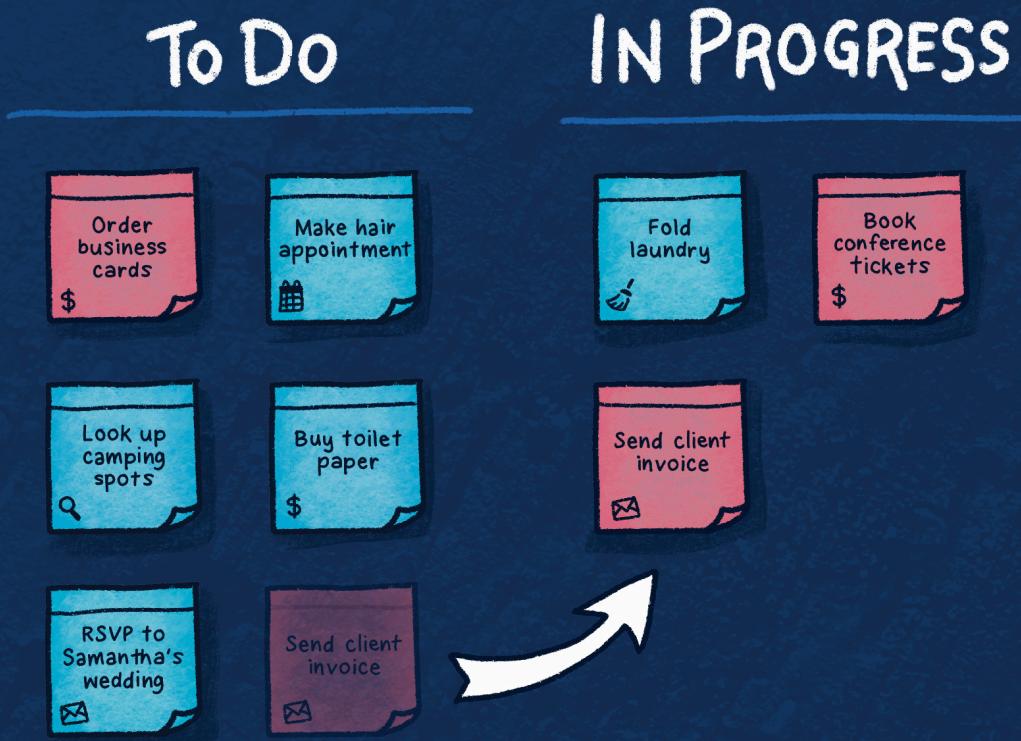
Note: The "On Hold" column is reserved for tasks that are currently on "pause"—waiting to hear back from someone, getting feedback, or moving a task to the back-burner

Tips:

- **Prefer digital task management?** There are free online versions: KanbanFlow, Notion, Todoist, and more in [Resources](#) (pg. 320)
- **Color-code and draw symbols** at the bottom of notes to represent categories—envelope for "email," question mark for "decide," dollar sign for "purchase," etc.
- **Try adding "swim-lanes"** (additional rows) to categorize tasks into different projects



KANBAN BOARD EXAMPLE



Labeling

= WORK

= HOME

↪ CLEAN

\$ PURCHASE

🔍 RESEARCH

✉️ CONTACT

📝 WRITE

⌚ CREATE

🚗 ERRAND

📅 SCHEDULE

📖 READ

ON HOLD



DONEZO



Batching

Complete tasks in one label group:

1. Choose a task label, like "purchase" (see example on right)
2. Complete as many tasks as you can from that one category
3. Move tasks across columns as you make progress

