There are different lists that you need for different purposes. First, you should create a master list on which you write down everything you can think of that you want to do some time in the future. This is the place where you capture every idea that comes to or every new task or responsibility that comes up. You can then sort out the items later.

Eat That Frog! Begin today to plan every day, week and month in advance. Take a notepad or sheet of paper and make a list of everything you have to do in the next 24 hours. Add to it as new items come up. Make a list of all your projects, the big multi-task jobs that are important to your future. Lay out each of your major goals, projects or tasks by priority, what is most important, and by sequence, what has to be done first, what comes second and so forth. Start with the end in mind and work backward. Think on paper! Always work from a list. You’ll be amazed at how much more productive you become, and how much easier it is to eat your frog.