

# My To-do List

**Making lists can be effective in completing and organizing our tasks but can be overwhelming when we have a long list that seems never-ending. Breaking up and prioritizing our tasks can be helpful to attend to our most urgent matters and separate accordingly. There are studies that prove we release Dopamine when we physically check things off of a list.**

Immediate Attention	2-4 days	1 week+
<ul style="list-style-type: none"><li><input type="checkbox"/> Get gas</li><li><input type="checkbox"/> Change sheets</li><li><input type="checkbox"/> Go to the gym</li><li><input type="checkbox"/> Pick up books</li><li><input type="checkbox"/> Buy new laptop charger</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Wash Car</li><li><input type="checkbox"/> Meal prep</li><li><input type="checkbox"/> Go to the grocery store</li><li><input type="checkbox"/> Have lunch with Beth</li><li><input type="checkbox"/> Pick up clothes at the dry cleaners</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Renew Passport</li><li><input type="checkbox"/> Make reservations for anniversary dinner next month</li><li><input type="checkbox"/> Book Dr's Appt</li><li><input type="checkbox"/> Call CC customer service</li></ul>