TIM GOERTZ
COACHING & CONSULTING

MANAGE YOUR TO-DO LIST

While still being in control

www.timgoertz.com

Feeling overwhelmed? Drowning in emails? Struggling to keep track of your schedule? If you're looking to enhance your productivity and creativity, this guide is for you. Inspired by David Allen's "Getting Things Done" methodology, we'll help you categorize every task and piece of information in your life.

In this document I will explain a method on how you could grab control over all of your actions in your life. It will help you excape that feeling of busyness an the idea of being stuck in the rat race

📫 STEP 1: UNDERSTANDING THE MINDSET SHIFT

- At its core, everything you encounter can be classified as either an action or a piece of information.
- Our goal is to help you sort actions into five distinct categories so you will be in full control.
- The goal is to manage your actions, not your time. -
- Focus on being, not on doing.
- Slow down to speed up.

📫 STEP 2: COLLECT YOUR ACTIONS IN ONE SPOT.

Collect all of the actions that you must do, this includes all actions you should or want to do. See the document on the Braindump for more information on how to collect your actions and information.

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Engineer | Limitless Coach | Productivity expert

"Slow down to speed up."

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📫 STEP 3:
SETTING UP YOUR ACTION TABLE

For your worksheet, start with setting up a table to list all your tasks. This table should have these 6 columns:

- **Unhindered**: Is this task straightforward and can be done immediately without constraints?
- **Mandatory**: Is this task essential to complete?
- **Due Date**: Is there a specific end date for this task?
- **Task Description**: Describe the task in a way you'd instruct your personal assistant.
- **Action Holder**: Who is responsible for carrying out this task?
- **Time Bound**: Does this task need to be finished within a specific period? - Done: Is the action completed?

📫 STEP 4:
CATEGORIZING YOUR ACTIONS

With your table set up, you can now filter your table of actions into the following five categories aka views:

- **Unhindered mandatory**: Actions that are agreed upon with others, and are yours to complete without any limitations.
- **Hindered mandatory**: Actions that are agreed upon with others, and are yours to complete but are with limitations.
- **Not Mandatory**: Actions that are not agreed upon with others, and are yours to complete.
- **Waiting For Actions**: Actions that are pending by someone or something else.
- **Time Bound Actions**: Action that should be done within a certain timeframe. See "How to organize your Calendar"

⊞ Unhindered must	⊞ Hindered must	⊞ unmandatory	⊞ Waiting for

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📫 STEP 5:
ADD EXTRA INFORMATION

So, when you're trying to get stuff done, it helps to put things out there instead of keeping them all in your head. If something's got a real deadline, note it down. The key is to trust your system enough that you're not constantly stressing over what needs doing

You can add aspects like deadline, archieve, project, area and created time:

⊞ Unhindered must	⊞ Hindered must	⊞ unmandatory	⊞ Waiting for	⊞ All

🔁 111 Actions | Acties [UB]

☑ Done	🗓 Due date	Aa Action	↗ 🐷 Projects | projecten [UB]	🔍 Area	↗ Relevant pers...	☑ Archive	+

So, with this, you can make a table that sorts out certain actions when they're done or moved to the archive. It helps keep track of all your actions neatly.

📫 WANNA GO DEEPER?

Check out more information on the website for free, If you want to continue after that, consider joining one of the AIIM cohorts for integration and help.

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