



# The 2-Do List Method

## How to Optimize Your Task List for Maximum Productivity



For you to perform at your very best you need a to-do list that **works for you**. Not some lengthy list of notes that you scratched out on the back of a napkin. You need an actionable list that is concise and focused. You need a tool that will help you to **keep doing** instead of stopping to question what you wrote down in the past.

### Do you have an EVIL list?

You probably use a to-do list of some kind right now. But is it an EVIL list? You may be using a tool that is actually hurting your productivity more than helping. Here are some signs that you may have an EVIL to-do list:

**Too Equal** – Some tasks are very important while others are not. But too often we treat our lists as if every item is worth the same value. We tell ourselves that we must be productive since we are checking things off. But if you're not getting to your most important items first, you might have a **too equal** problem.

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**Too Vague** – Do you have any tasks on your list that look like this: **Marketing report**, **Launch product** or **Website**. If so, you might have a vagueness problem. These types of tasks don't really tell you anything about what needs to get done next. As a result, you waste too much time thinking about what to do instead of actually executing.

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**Too Inactive** – Do you review and revise your task list at least once a day? Or is your list an ancient document that always seems out of date? Priorities change quickly and you need a task list that keeps up with your pace of work. A neglected list might be making you pay too much attention to **no longer important tasks**.

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**Too Long** – How many tasks do you currently have on your to-do list? 18? 37? More? It's difficult to focus on what's important when we have so many items to filter. As a result, we often start tackling less than important items to shorten up the list. Having a list that is too long or with due dates too far out can sabotage your productivity.

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The **2-Do List method** will transform your existing task list and make sure it doesn't turn EVIL. It will become your most effective tool for getting the right things done. Applying these **simple rules** will help you focus on your most important work. It will naturally prioritize your tasks while keeping your list in an actionable format.

## Rule #1: Less than **2** hour tasks

If items on your to-do list are less than 3 words long or take more than 2 hours to complete, they are not tasks. They're projects. Too often we mix tasks with projects and end up with a bulky document instead of an actionable to-do list.

To keep your list actionable, **make sure that no task requires more than 2 hours to complete**. By applying this rule, you will naturally determine what the very next step is in the process. The advantage of adhering to this rule is that you will no longer have to pause and think about a task on your list. It will be telling you explicitly what to do so you can get to accomplishing it right away.



## Rule #2: Due within **2** weeks

If your to-do list contains both should-dos AND could-dos, you won't be able to perform at your very best. Mixing tasks that need to be completed very soon with tasks that can wait a few weeks will only lead to confusion. It will also tempt you to take on lesser important projects.

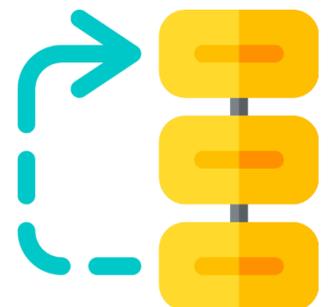
To keep your list focused, **every task should need to be completed within the next 2 weeks**. By applying this rule, you will easily separate the must-dos from your maybe-dos. As a result, your list also becomes shorter and easier to manage. Allowing you to focus on your most valuable tasks.



## Rule #3: Select **2** the day before

Does your to-do list have a lot of colors, stars, flags, or numbers? If so, you may be spending too much time prioritizing and re-prioritizing your tasks. As a result, you spend more time managing and planning your list instead of executing and actually doing your work.

To keep only your significant tasks at the forefront, **pick the 2 most important tasks to complete tomorrow**. Underline, circle, or highlight these 2 tasks anyway that you like. But only allow yourself to select 2. These will be the tasks that you start your day with and will complete before you get to anything else on your list.



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Less than **2** hour tasks



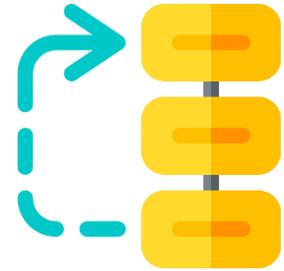
Every task should be able to be completed in 2 hours or less.

Due within **2** weeks



Every task should need to be completed within the next 2 weeks.

Select **2** the day before



Pick the 2 most important tasks to complete tomorrow.

## About Simpletivity

Hi, I'm Scott Friesen.

I'm the founder of Simpletivity training and consulting. I'm passionate about productivity and want to help you get the most out of every day.

Most people complain about how busy they are. I help people to be more productive and efficient. My clients get more done and enjoy less stress at the same time.



[Click here to learn how I can help you or your team](#)

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