

How To-Do Lists Help You Become more Productive

Pro Tip: Utilize the notes section of your smartphone so you have a running list of things to do without having to worry about losing papers or notepads.



A Sense of Accomplishment

As you cross items off your to-do list, you'll feel a sense of accomplishment. The affirmation that you are making progress will help motivate you to keep moving forward rather than feeling overwhelmed.

Reinforced Memorization

Every time you look at a list, it reinforces the information in your short-term memory, making it much less likely that you will forget an appointment or commitment.

Organization

One of the most important reasons for keeping a to-do list is the organization. Organizing your tasks with a list can make everything much more manageable and make you feel grounded.

Productivity

If you record all your tasks in a to-do list, you can easily review the list and prioritize the most important tasks. Why waste time on trivial activities when there are important matters that need your attention? Your to-do list will help you focus your attention on the most important task of the moment.

Achieving Your Goals!

Motivational speakers will tell you that to-do lists are a useful motivational tool when used as a way to clarify goals. It's easy to say, "I want to get that promotion," but listing the steps that you intend to take to accomplish that goal can help clarify your thoughts and give you achievable short-term goals. As you succeed at each step along the way, you'll gain confidence crossing those items off your list!