

Task List



The *Common* Goal

Achieving success in both your work and personal life is possible. The key lies in concentrating on meaningful work and eliminating distractions. Once accomplished, it infuses greater purpose and satisfaction into your life.

Let's Be *Real*

When it comes to blending productivity and fulfillment, let's keep it real – you can't do it all. Believing otherwise leads to burnout, pushing you in the wrong direction.

The trick isn't to hustle harder; it's about gaining clarity on what deserves a spot in your schedule. Be real about what you can achieve, and find satisfaction in that. That's what this tool is designed for.

Things to *Consider*

Urgent vs. Important

Clarify the difference between urgent and important tasks to help you focus on what truly matters.

Time Audit and avoid multi tasking

Use a time audit to identify how you currently allocate your time. Be real about the time you will spend on each task.

Batching Similar Tasks

Batch similar tasks together to enhance efficiency.

Work-Life Tasks

	DATE	TASK	TIME ALLOCATED	COMPLETED
1				<input type="radio"/>
2				<input type="radio"/>
3				<input type="radio"/>
4				<input type="radio"/>
5				<input type="radio"/>
6				<input type="radio"/>
7				<input type="radio"/>
8				<input type="radio"/>
9				<input type="radio"/>
10				<input type="radio"/>
11				<input type="radio"/>
12				<input type="radio"/>
13				<input type="radio"/>
14				<input type="radio"/>
15				<input type="radio"/>
16				<input type="radio"/>
17				<input type="radio"/>
18				<input type="radio"/>
19				<input type="radio"/>
20				<input type="radio"/>
21				<input type="radio"/>

Personal-Life Tasks

	DATE	TASK	TIME ALLOCATED	COMPLETED
1				<input type="radio"/>
2				<input type="radio"/>
3				<input type="radio"/>
4				<input type="radio"/>
5				<input type="radio"/>
6				<input type="radio"/>
7				<input type="radio"/>
8				<input type="radio"/>
9				<input type="radio"/>
10				<input type="radio"/>
11				<input type="radio"/>
12				<input type="radio"/>
13				<input type="radio"/>
14				<input type="radio"/>
15				<input type="radio"/>
16				<input type="radio"/>
17				<input type="radio"/>
18				<input type="radio"/>
19				<input type="radio"/>
20				<input type="radio"/>
21				<input type="radio"/>

**Our mission is to create a world where people
effortlessly master their time, unlock their
potential, and live each day with purpose.**

