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J  STDOIST

UNLEASH YOUR PRODUCTIVITY

TODDOST ADD-ON FOR ONES, WHO JUST DO IT

#MENTORHACK2018

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# THE CONCEPT



### Отсутствие группировки задач по проектам

Use ToDoist's "projects" function - use different folders for different types of objectives.

For example, you may add such projects as "Work", "Family", "Health", "Hobbies".

Then use #hashtags to add a new task to a certain project.

Overmore, you can collaborate with other people: use share options to add project members.

#### Why does it work?

When the tasks are sorted by their type, it's easier to prioritize and to set deadlines. It's quite hard to sort anything out, when everything is mixed up in "Inbox" or "Personal".

It also allows you to watch the progress of projects.

### Слишком большое количество задач на один день

It seems like you're overfilling you day with objectives and not managing to accomplish most of the tasks. Try to set 3-5 tasks daily and concentrate on achievable result.

*Slow and steady wins the race.*

Take breaks! Combine work and leisure for maximum productivity.

#### Why does it work?

When you try to work in Superhero mode and complete dozens of tasks daily, you get exhausted and unmotivated quickly.

Work in a comfortable tempo and achieve massive results step-by-step.

### Нерегулярное использование ToDoist

Try to use ToDoist regularly, it should become your daily habit: setting the goals and marking their execution. It might be hard for the first couple of days or weeks, but then it will get a lot easier!

*A little effort makes a big difference over time.  $0.99^{*365} = 0.02$ ,  $1.01^{*365} = 37.78$*

#### Why does it work?

Using ToDoist daily will help you to concentrate on what is truly important for you. It will help you to manage time more easily and effectively, and will also decrease procrastination.

### Недостаточно точно сформулированная цель

You should be more exact when settings your objectives: determine the task accomplishment criteria, date or deadline, place, etc.

For example, instead of "workout" there should be "90 minutes of workout in Superhero Gym on Sunday"

#### Why does it work?

When our brain is unsure how big the job to be done is, or when the circumstances are not exact, it's harder and less likely to complete the task, as it's psychologically scary and uncomfortable to complete uncertain tasks.

### Отсутствие автоматизации периодических задач

You should automate the tasks which you set recurrently. ToDoist automatically detects phrases like "daily" or "every Saturday" and re-sets the tasks every time.

For example, you can set tasks like "Do the morning exercise every day" or "Clean the house every week"

#### Why does it work?

The capacity of our brain is not limitless - we often forget important things.

*Everyone is familiar with this feeling of anxiety, when you understand that you had forgotten something, but you don't know what :)*

It's a lot easier and more comfortable to automate periodic tasks, then to set them yourself every time.

### Неправильная оценка сроков выполнения задач

You've been rescheduling tasks a lot recently and didn't manage to complete them in time. Try to split your tasks into smaller, bit-sized ones and achieve your big objectives step-by-step.

For example, task "Write an essay" may be split into: "Create essay plan", "Write essay body" and "Check essay for mistakes".

#### Why does it work?

When you want to start completing a task, your brain visualises the hardest parts of it and tries to make you avoid doing anything at all. By splitting the tasks into smaller ones, you create a more acceptable vision and it's a lot easier to start and proceed through the task.

### Отсутствие расстановки приоритетов

You should use ToDoist's "Priority" function, to prioritise most important tasks. Use "p1", ..., "p4" tags to determine tasks' importance.

For example, "p1 Meeting with Tom on Sunday" will be automatically detected as Priority 1 by ToDoist

#### Why does it work?

Tasks prioritization helps you to concentrate on what is truly important for you. Some people start off with some easy tasks in the beginning of the day, and often find out that they haven't done anything important by the end of the day. Prioritizing always reminds you of what should be done first and where should the most effort be put.

# THE PROBLEMS



## NO PRIORITIZATION

1. Brendon Burchard, world's leading high performance coach, has a great video on prioritizing. It gives 3 simple ideas on the topic, which might be extremely useful.

Watch the video - <https://www.youtube.com/watch?v=kDAYUN92i70>



2. Try to prioritize your daily tasks for today! Try to follow your priorities throughout the day and pay the most attention to specified tasks.

Prioritize today's objectives



3. There are some interesting advanced methods of objective prioritizing, like Eisenhower Method or POSEC Method. Choose one that suits you best!

# SOLUTIONS

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