



## **“The Power of ‘TO DO’ Lists”**

**By: Jason James**

---

**\*Get another quality *FREE* report at...**  
**<http://www.untoldmarketingsecrets.com>**

Dear Friend,

If you are anything like me, you are a big time procrastinator. I remember back in 2001 when I was trying to get my Internet business off the ground I would get myself in the vicious circle of checking email, checking stats, getting distracted by the phone, getting distracted by TV, getting distracted by the beach nearby, and the list go's on and on.

**Maybe my schedule at that time looks maybe a little familiar to you...?**



**9:00** – Wake up, eat a couple of pop-tarts with milk while watching Sports Center on the coach for a half hour.

**9:30** – Go up to the computer and check my email. (Hoping there was payment receipts in there from PayPal or something.)

**9:35** – Decide I'm tired still and take a nap till noon.

**12 Noon** – Wake up from my nap and then make myself some lunch like a Peanut Butter and Jelly and chips or something.

**12:20** – Again, go check my email to see if I made any money. Usually I didn't.

**12:22** – Start writing this ebook I am trying to complete and launch.

**12:30** – Decide the ebook stinks and nobody will read it, get discouraged and then go back to the couch to watch the end of Price Is Right. Come on down!!

**1:00** – Go back up to the computer, check mail, nothing interesting, write another 2 sentences of my ebook, get discouraged again and then begin playing Solitaire.

**1:20** – My wrist gets tired from Solitaire playing so I play with my 2 Dogs (<http://www.cherokeehandcharlie.com>) for a half-hour.

### **And on and on and on...**

I won't continue into the other time wasting things I do but I think you get the picture don't you? **I wasn't getting anything done!** After months and months like this I realized I could not continue at this pace. I had to make a change. **Enter the magic of "TO DO" lists.**

Maybe it was the fear of having to go out and get a job or maybe it was just the sheer frustration of not getting anything done day after day. Well one day I just decided to get all my "post it" notes together from off of my monitor, off of my desk, and off of the wall and put everything down on 4 separate to do lists.

**I use just a basic piece of white lined paper with an area for a checkmark next to each item for when I completed it. This is what each of the lists were...**

- **List #1** – This was my "*Business ASAP*" list. These were business related tasks I needed to get done immediately before anything else. I prioritized and put only the most important items on this list.
- **List #2** – This was my "*Business Eventually*" list. These were non-essential tasks that needed to be done soon, but were not urgent. Usually these tasks need to be done in the next 2-3 weeks.
- **List #3** – This was my "*Life ASAP*" list. Again, these were tasks I needed to get done immediately before anything else. I prioritized and put only the most important items on this list. I usually accomplished these items at night and on the weekends to avoid interfering with my business tasks.

- **List #4** – Finally, this way my “*Life Eventually*” list. Once again, these were non-essential tasks that needed to be done soon, but were not urgent. Usually these tasks need to be done in the next 2-4 weeks.

Using “to do” lists may seem like a very simple thing to do, but not many people I talk to actually take the time to do them. I am truly shocked at how deadly effective this system has been for me. I have been able to get organized, and get more done at an alarming clip because I know exactly what I need to do on a daily basis.

Remember, it’s important to **stick to the plan!** Don’t move onto other things, or on to things off the list, always stick to your prioritized list. This is the key to maximum effectiveness. The only exception would be if an emergency or urgent task came up.

Now, not only am I really organized, I have more time, my mental state is always great because I have that great feeling of being on top of things, and I just lead a better, happier life. **And of course I am making more money while working less!**

That’s it, that’s my system in a nutshell. To get started all you need is 4 pieces of paper and a pen. So don’t wait, item #1 on your “to do ASAP” lists is to make these lists for life and business! You will thank me later when you see the amazing things the simple use of a to do list can do for you. I hope you enjoyed this report as much as I enjoyed bring it to you.

*I wish you the best of success in life and in business!*

**Sincerely,**



Jason James

**\*Get another quality *FREE* report at...**  
**<http://www.untoldmarketingsecrets.com>**