

To Do Lists



A to-do List is a great way to avoid forgetting something important. It is also a great way to avoid spending all day thinking about everything you have to do. Remembering tasks takes energy and thinking about everything you have to do all week can be exhausting and overwhelming.

Split necessary tasks up into a list for each day, and you won't have to worry about it all at once. Just take your tasks one day at a time. After creating your to-do list, transfer the information to your Outlook calendar so you can prioritize the items.