

# Do It Today

by Darius Foroux

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A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

<sup>01</sup> **Do One Thing You've Been Avoiding**

Right now: what's the one thing you've been putting off? Open it. Do one element of it. Even 10 minutes. The avoidance is usually worse than the actual task.

MON TUE WED THU FRI SAT SUN

<sup>02</sup> **Brain Dump Everything onto Paper**

Clear your mental RAM. Open a document. Write everything on your mind - every task, worry, idea. Don't organize. Don't edit. Just capture. All of it.

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<sup>03</sup> **The Two-Minute Rule - One Week**

For one week: anything that takes less than two minutes, do it immediately. Emails, small tasks, quick decisions. See how much mental space this frees.

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<sup>04</sup> **Inbox Zero - Every Day**

Every evening: process your inbox to zero. Not to check everything - to decide on everything. Do, delegate, defer, or delete. No passive storage.

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<sup>05</sup> **Define Your Most Important Task**

Every morning: before anything else, write your one most important task. Not three. One. That's your anchor for the day.

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<sup>06</sup> **Kill One Someday Item**

Open your someday/maybe list. Pick one item. Either commit to doing it this week or delete it permanently. Someday lists are graveyards of good intentions. The living ones deserve action.