

# No need to To-Do list you still work effectively thanks to the following alternative solutions

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When looking for effective ways to do, to-do list (To-do list) is one of the basic tools indispensable. There are many applications, strategies, theories and methods to create the best and best to-do list list.

1. Some effective work, task, and project management software

However, are we confused, the list of things to do can reduce productivity? Many people with high productivity claim this question to be yes. And they have some interesting ideas about how to work effectively without having to make a to-do list.

## Why can the to-do list become counterproductive?

The to-do list is definitely beneficial or it hasn't been used much and topped the search list, but it also has some serious limitations.

For example, to-do lists can become the main tool of procrastination. Have you ever decided to sit down and make a list instead of starting a job on it? And surely the answer is yes and not just under once. Many people feel effective when working with lists rather than actually embarking on those tasks.

On the other hand, the to-do list makes us feel as if we never accomplished it. One reason you never cross out the items on the list is that it doesn't set the time for completion. Unless you have a very detailed list, otherwise the 10-minute project is the same as the 10-hour project. And you will feel effective when you cross out small jobs, less important, it only takes a few minutes to perform, but actually not very effective.

Of course, many people find that their to-do list helps them work more effectively. Finding the perfect productivity system for your own life is the first step in figuring out how to do more in a day. So it is up to you to use the to-do list. However, with the following ways you can work more efficiently, try and know you will no longer need to do list.

## Use the calendar to plan your work

Daniel Markowitz, in Harvard Business Review, presented a solution to replace the to-do list called 'living in your calendar.' The idea is simple: take your work Get off the list, estimate the time taken and transfer them to the calendar.

## 1. Guide to managing jobs with Google Calendar in Gmail



Planning tasks - not just using calendars as to-do lists - has many benefits. Many people find that seeing the specific time for each job makes them focus to accomplish more work. Some people said this made them not schedule too much work in a day. Remembrance of needing to take photos will help you arrange projects at the priority level.

Kevin Kruse conducted interviews with over 200 billionaires, Olympic athletes, A-graders and entrepreneurs about time management and ways to work more effectively. How many of them think do they use the to-do list? The answer is that none of them use this list, but many have used the calendar. Set a specific time for each specific job and stick with it to help you work more effectively.

### **Follow the two minute rule**

One of the reasons the task list needs to be filled so quickly is because we often put a lot of small work into it. And when you look at this long list, you will feel overwhelmed and lead to stress. One of the best solutions to this problem is to follow the two-minute rule. If a job is only done within two minutes, you should not list it.

This will reduce the amount of significant work on the list. Jobs like credit card activation, email answering, waking up and exercising, you'll be amazed at the amount of work you can do in two minutes. Get rid of such jobs from the list and eventually you'll find you don't need to list anymore.

### **Focus on developing habits**

Small jobs that cover your to-do list can cause you to postpone more important tasks. Items like cleaning the house, buying groceries, managing emails are often on your list day in and day out. This is the time to practice habits.

Get into the habit of managing your inbox for 30 minutes every day and afternoon before you leave the company or do it in the morning; go shopping on a specific day of the week after returning home from work; answer the phone and a fixed day of the week.

You can make a habit for any job, and once you become a habit you can put it in your to-do list. And just write important jobs and calendars are effective tools.

## **Automation and assignment of tasks**

Again, the small tasks on the list of things to make you stressed. Automation can help you solve this problem in a long term. You can automate your finances to do almost nothing - and that will save you a lot of time. You can also automate emails, so depending on the number of emails you send you can save hours every week.

With IFTTT or Zapier, you can automate any digital task. Smart home technology allows you to automate everything around your home. You can also use an Arduino to automate your home.

### 1. 12 'must-have' devices for smart home (Smart Home)

When you can't automate something, consider entrusting it to others. It's hard to ask for help, but it can make a big difference in your life. You can delegate chores by asking your spouse or child to help. Or at work: ask someone to help you complete the task. You can even ask your friends for some work, which will save you a lot of time.

If not many people ask for help you can hire an assistant. Virtual assistant (VA) is relatively reasonable, especially when hiring them for a few hours every week and they will manage a lot of work for you.

## **Or change the way you create to-do lists**

If you plan everything, enforce the two-minute rule, improve your habits, and find ways to automate and delegate, you won't need to use the to-do list anymore. However, if you still want to use the to-do list, you should change how to create that list.

Many people's favorite methods are to apply the to-do list of 3 items. In this list you only have 3 jobs to do.



Since only 3 items are placed, you will have to consider and leave only the most important tasks. This helps you focus on important tasks and eliminate small things. Although it is not easy, the list of few items will make you feel more comfortable and motivated to do the job.

## Remove the to-do list and work more effectively

If you want advice on how to have a more productive life, you might be surprised at the idea of replacing your to-do list. It goes against what you are advised and read. However there is some convincing evidence that it is an effective way. Finding a way to work more effectively never ends. But getting rid of the to-do list is a good step.

See more:

1. The To-do List is good, the Done List is very good, but the Do-Not-Do List is much better
2. 4 rules to do less but still get more, even more
3. 7 apps that help you cut 10 hours of work every week

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