

To Do List

- 1) **Pending:** Items that can't be checked off until someone else does something (my least favorite items)
 - 2) **Add:** Little things that you can add if you have free time – for me, it's often things like making a grocery list, cleaning out my inbox, clipping Bear's toenails, reorganizing my desk, dusting my window sills. Not time-sensitive, but need to get done.
 - 3) **Buy:** If I break a mic clip on a gig, I write it on this line RIGHT WHEN IT HAPPENS. If I run out of baking powder, it goes here. Running low on dog food? You get the idea...
 - 4) **M:** Monday items...small, broken-down tasks. Things that can reasonably be completed within the day. If a project is too broad for one day, break it down into smaller tasks that CAN be broken down in one day. *Example: outline the script for module 5 of my songwriting class, prep podcast studio for interview 80, zoom call with so-and-so*
 - 5) **T:** Tuesday items. *Example: write the full script for module 5, conduct podcast interview 80*
 - 6) **W:** Wednesday items. *Example: film module 5, edit podcast episode 80*
 - 7) **Th:** Thursday items. *Example: edit module 5, upload podcast episode 80 and gather bio+photo from guest*
 - 8) **F:** Friday items. *Example: upload module 5, vet appt. with Bear, build Spotify ad campaign*
 - 9) **S:** Saturday items. *Example: send module 5 to beta testers, launch Spotify ad campaign*
 - **Sub-Heading:** You can also add a sub category for a specific day of the week. On the days I teach at the university, I may have a UVU sub-heading where I leave notes for myself about what I want to accomplish with each student. Or I might give myself a sub-heading called "errands," where I'll list my errands in order.
 - 10) **Next Week:** Larger projects that need to be broken down within the next week. *Example: Module 6, podcast Ep. 81, schedule recording dates, hire band for recording dates, write new blog post, plan album photoshoot*
 - 11) **Next Month:** Bigger items that are on the horizon, but that don't need your attention right now (you'll break them down later). *Example: Build a launch plan for the songwriting class, file copyrights for new album, new merch designs*
 - 12) **Other:** Add another line, if it's useful to you! Right now, I have another line that lists people I'd like to interview for Artifice...and I have yet another line listing larger projects I want to do around the house and yard (things that are too big or time-consuming for the "add" line. *Example: reorganize the basement, plants for new flowerbed, hang artwork in office).*
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1st Stream of Income:

- 1) Short-ish term things like...file X paperwork, email X person (**March**)
- 2) Medium term things like...collaborate somehow with X person (**September**)
- 3) Long term things like...try to make X huge change in the way I run X part of my business (**2022**)
 - Note: I like to put a month or year in parenthesis next to these items. It can help me remember to be setting short term goals to help me make progress on my long term goals.

2nd Stream of Income:

- 1) **You might want to put a whole item in bold, if it'll help you think about it more often**
- 2) You can include odd little reminders like "follow up with X person about that thing we talked about that one time"

3rd Stream of Income:

- 1) Feel free to get pretty dreamy with these, if you want
- 2) I'll sometimes write things like "release a song featuring X," and make it someone I would be so beyond thrilled to be collaborating with. And even if it seems a bit "pie in the sky," seeing it on my list has a powerful effect on how I view my goals.
- 3) You can also just include passing thoughts like..."use Pinterest for marketing?"

Professional Development:

- 1) Stuff that doesn't directly contribute to your income, but that will contribute to your overall "business"
- 2) Include continuing education items like "learn how to use X software"
- 3) Maybe something like "get new headshots every 2 years"
- 4) When you look at this list every day, these big ideas won't sneak up on you! They're always there, just tapping on your heart and brain, asking to be carried out.
- 5) You can always delete things, but a beautiful idea might only come to you once. Write it down!
- 6) Maybe even include weird notes like "don't forget about those lyrics I put in that random notebook that is now in the 2nd drawer of my nightstand." Find what works for you!

Other:

- 1) **Misc:** Mine has annoying things on it like...renew driver's license before April 2021
- 2) **1st of Month:** pay X bill, collect tuition, schedule new podcast guests, write monthly Deep Dive essay, choose upcoming Blue Apron meals
- 3) **Quarterly:** organize computer files, update earnings spreadsheets, go over long term goals
 - My list has a permanent reminder to go to the dentist every January/July, and to change the oil in my car every February/August. Do what works for you!
- 4) **Listen/Watch/Read:** TV shows, podcasts, music, blogs, books, etc. Catch up when you have down time, or feel unmotivated/uninspired