

Mastering tasks: Jot it down, get it done

By writing down these simple things, you can achieve more than you ever would by simply keeping everything in your head.

To-do list

You can write down the tasks the night before you need to complete throughout the next 24 hours. A highly effective person would start their day with the end in mind. Likewise, you need to start the day with the clarity of what things are expected of you today.

Follow the 80/20 rule to determine the most important task and start that first thing in the morning. According to the 80/20 rule, let's say if you have ten tasks to finish the next day, only two of them are so important that they trump rest of the tasks, priority-wise.

If there is a particular routine task that you need to perform daily, consider creating a checklist outlining the steps of that sensitive task. For example, you have to go out every day. To avoid leaving important things behind, create a checklist for outings: your wallet, keys, ID, etc.

Doing so, you can ensure that your mind is not occupied memorising things that can be simply jotted down in a paper. Besides, this simple habit allows you to rather focus on more important things that may require your undivided attention.

Goals

Writing down your goal can be followed by a commitment toward achieving the goal that leads you to plan your next steps accordingly. This allows you to set SMART



goals (Specific, Measurable, Achievable, Relevant, Time-bound).

Research has shown that people who write down their career goals in a diary or notebook are more likely to achieve them. By setting your goals on a piece of paper, you get to evaluate the career options you have.

Also, you get to plan steps toward achieving each goal. A realistic goal with a deadline, backed up by a well-regimented plan, is bound to get you closer to your target.

This allows you to find flaws in your porous plan. This way, you can play the devil's advocate of your own plan.

Dilemma

Writing down the causes of your problem can have a significant effect in determining how you should tackle the problem you are facing. Start by writing down the causes of the problem. This allows you to

A top-down photograph of a light-colored wooden table. On the table, there is a white mug filled with coffee, a small white cup with coffee, a notebook with a pen, and a small decorative object. The lighting is warm and natural, creating a cozy atmosphere.

kicks in, causing your brain to get so cluttered that it cannot think clearly. By taking a moment to write down the problem, you take a moment to step back and disassociate yourself from the feeling of urgency.

When you have to decide between two options and you are not sure which one is right for you, consider writing down the pros and cons of each option.

Besides, by writing down the causes of your worries and stress, your mind gets less cluttered. As a result, your mind gets clear and lucid enough to think clearly and strategically about how you can deal with the problem.

Gratitude

Gratitude
Start practicing gratitude in a piece of paper. Write in a diary the things you are grateful for. Research has shown that doing so can help ease a person's blood pressure. Additionally, this simple habit can make you more aware about the strengths you have at your disposal.

strengths you have at your disposal.

Every evening, write down one or two things that went well during the day. Whether it was a compliment you got, a small goal you reached, or even just a little something that you learned, write it down.

Hedonic adaptation, a term proven by a famous study on lottery winners, denotes that no matter how significant your achievement is, the initial feeling of excitement gradually fades away. That's why, if you don't know how to practice gratitude, it can lead to a discontented life.

Even the small, yet great things of your daily life — a healthy body, well-rounded meal, clean clothes, or even a shelter to sleep in, count it as a blessing and write it down. The purpose of writing these is to have better mindfulness.

By Minhazur Rahman Alvee
Photo: Collected