

## 5 Ways to Make the Most Out of Your Day

**Summary:** Getting the most from your day with a good daily list will help you get more things done and stay sane at the same time.

m + w + th + f + sa + su  
date: \_\_\_\_\_

### today's goals:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### hydrate



### daily do's

- respond to emails
- feed a pet(s) if applicable
- do any chores or laundry
- water the plants

### things to do!

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### for me

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### appointments

Time:	Event:
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____	_____
____	_____

### fitness

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There is never enough time in a day. No matter what we do, it seems like we still run out of time to get everything done that needs to be. We can make list after list and use app after app, trying to be organized, but unless our lists are clearly laid out before us, we often forget exactly all there is. Here are five steps to making the most out of your lists (which will help you make the most out of each day).



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1. Design your own or find a daily list that works for you. You can use whatever program that you are familiar with – Photoshop, Word, or Excel – to design one with a layout that suits your needs. Or you can buy one from someone else.
  2. Fill out your daily list the night before or first thing in the morning in a place other than your workspace. Before you go to bed or in the kitchen as you eat breakfast are the ideal places to fill out your list.
  3. Make a symbol that you understand to mean “move to tomorrow” for those items that you don’t get finished and have to conquer the next day. Don’t do a checkmark, because that symbol indicates that you finished a task. Move the item to the top of the next day’s list so it takes priority.
  4. Keep your list realistic. You can’t get everything done in a day (at least not done well). Be patient with yourself. It takes on average 21 days to form a habit, so getting into a routine of using your list will take time.
  5. Use colored pens. They help make certain items stand out that need more attention.

**Read these related articles to help with your time management skills:**

- [How to Handle a Heavy Workload Today](#)
- [Stop Wasting Time Online with These Four Tips](#)
- [Organizational Tips from 7 Successful People](#)

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