



MANAGING TASKS AT WORK

25 STRATEGIES

Managing a workplace to-do list involves using strategies to reduce mental clutter and increase productivity. These strategies can help you move from reactive task management to intentional task planning.

Prioritizing Tasks

1. Dive into the most difficult or most important task first thing in the morning.
2. Group tasks into four categories before tackling them: Urgent/Important, Not Urgent/Important, Urgent/Not Important, and Not Urgent/Not Important.
3. At the end of each day, write down only the 5-6 most important tasks for the next day in order of importance.
4. Assign letters to tasks on a scale of A through F (A=essential, F=exclude) and address them appropriately.
5. Identify the 20% of your work that produces 80% of your results and focus there (the "80/20 Rule").
6. Identify three non-negotiable goals for the day.
7. Rank tasks by Seriousness (importance), Urgency (time sensitivity), and Growth potential (potential to get worse if ignored). Rank each task on each factor using a scale (such as 1-5 or low-high), total the "score" for each task, and pursue the high-SUG tasks first.
8. Cap your daily list at 5-8 tasks to ensure completion and avoid burning out.

Structuring Time

9. Dedicate blocks in your calendar for specific tasks.
10. Set a strict time limit for completing a task to force focus ("time boxing").
11. Group similar tasks (answering emails, making calls) to minimize context-switching ("task batching").
12. Work in 25-minute, high-focus "sprints," followed by 5-minute breaks.
13. If a task requires less than two minutes, do it immediately rather than adding it to a list (the "two-minute rule").
14. Track your workflow using a graphic with columns like "To Do," "In Progress," and "Done."
15. Designate days of the week for specific kinds of work ("Meeting Mondays," "Focus Fridays").

Using Technology Tools

16. Use to-do list apps ("task apps") to organize tasks.
17. Use AI tools to auto-schedule tasks and prioritize based on deadlines.
18. Ensure your task manager is accessible on desktop and mobile (sync across your devices).
19. Use software to automate task creation from emails or Slack messages.
20. Set up email filters and folders to automatically label or archive non-urgent messages.

Making Productivity and Accountability Visible

21. Spend 10-15 minutes at the end of each day reviewing what you did and planning what you will do tomorrow (your "shutdown routine").
22. Follow a NOT-TO-DO LIST of personal habits to avoid (such as "do not check social media until lunchtime").
23. Place completed items in a separate list (your "done list") to boost morale and track productivity.
24. Share daily or weekly goals with a team member or manager to publicly encourage your personal accountability.
25. Delegate or automate non-essential tasks.