

# Microsoft To-Do



To Do

# How to Organize Tasks, To-Do lists and Projects



# How to Be More Intentional with Your Time & Priorities



To Do



- Set Daily Priorities
- Plan Your Time
- Evaluate Your Time Wasters
- Get reminded
- Technology is adopted to **You**



# To Do Features



To Do



- Tasks and To Do Lists in one place
- Keep track of Deadlines
- **AI(Artificial Intelligence):** Suggestions
- Integrated with Microsoft Office
- Available on Desktop, IOS, Android & Web



# Key Concepts



**To Do**

- Tasks
- Lists
- My Day



# Sample To Do Lists



**To Do**

- Create YouTube Video
- Grocery List
- Tasks For Today (My Day)
- Regular Maintenance Tasks
- Project
- Financials
- List for Spouse



# How To Organize Your Day



To Do

1. **Plan** in the Beginning of Day
2. Review and **Take Actions** during the day
3. **Reflect** at the end of the day



# Delegation Considerations



**To Do**

- Resources (Who can do it)
- Quality (Skills)
- **Tracking (To Do)**



# Collaboration During Delegation



To Do

- Joint Planning
- Delegation of Work
- Monitoring
- Transparency
- Tracking





# How to use To Do



- Track Lists
- Manage Simple Projects
- Organize Reminders
- Agile Execution
- Delegation
- Tracking
- Office Integration



# Why Organize Work



- **Number of Tasks**
- **Competing Priorities**
- **How to Avoid Burnout?**

# Typical Challenges



- **Multiple Inputs for Tasks**
- **How to Prioritize**
- **What to do right away**
- **What should be done as project**
- **How to plan short and long term**

# Methodology to Organize Work Which Delivers Results



- **Accounts for multiple inputs**
- **Helps Prioritize**
- **Uses Best of Agile**
- **Short Term and Long Term**
- **Supports Small and Large Teams**



# Next Steps

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