

# How to Plan Your Day

MAGIC  
OF GETTING RESULTS FAST

# How to Plan Your Day with Microsoft To-Do



**To Do**

1. Commitments
  - Day to day activities
2. Respond to requests from others
3. Personal Aspirations (Goals)
  - Short term & Long Term
4. Manage Dependencies
  - Delegated work



# Tools you can use



**To Do**

1. Tasks (with Reminders)
2. Lists (Group Tasks)
3. Routines (i.e. Morning Routine)
4. Planning Process (Plan, Review, R & B)
5. Discipline (Changes needed)
6. Direction (Goals & Aspirations)
7. Technology (i.e. Microsoft To-Do)

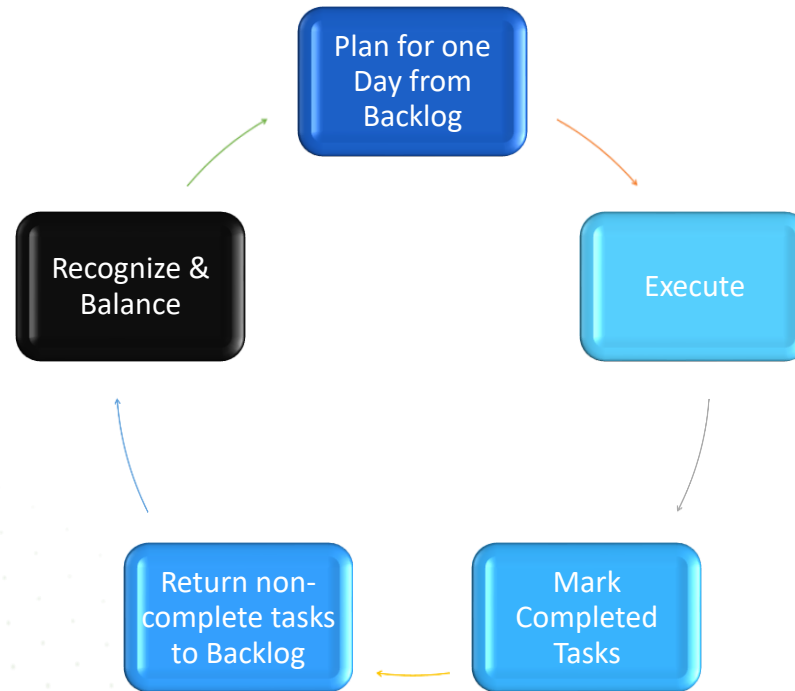
# Why use Reminders



1. Enter task quickly into Backlog
2. Complete task later
3. Get reminded



# Microsoft To-Do: Daily Cycle



# Next Steps

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