



Hacking Time + Productivity: Unit Three - Big List/Little List

PLEASE LISTEN TO THE AUDIO!

1. BIG LIST/LITTLE LIST

- a. Every night, you're going to make a list. It's a BIG list. Not a perfect one. Don't JUDGE IT!
- b. Write down what you'd like to accomplish in your SACRED time for the next day.
- c. You may want to consult your worry dump. Your worry dump may have things that are still important, or they have things that resolved themselves and it was literally just brain garbage.
- d. Write down more than you'd probably get done in that time.
- e. When you're done, pick the one that MAKES you happiest, most excited, or is the EASIEST to accomplish. Star it, circle it, emoji it.
- f. Turn the page in your notebook and write on the back of the big list, that ONE item down at the top.
- g. Make a "little" list that will help you get that ONE thing done. Break it down into tiny little tasks until you feel like you can easily check them off as you do them.
- h. Then in your sacred time the next day, the first five minutes will be your worry dump, and then you'll go right to the ONE thing little list and check it off as you do it!