

# The Master Task List

*"Our minds are for having ideas, not holding them."*  
- David Allen

## WHAT IS A MASTER TASK LIST?

A running list of all the tasks that you need to do.

Big and small. Important and mundane. Complex projects and simple to dos.  
Any task that you need to do, may forget and want to keep 'top of mind'

## WHY KEEP A MASTER TASK LIST?

### 1. SO NOTHING FALLS THROUGH THE CRACKS

You gain credibility by following through on commitments and meeting deadlines.

### 2. IT FREES UP YOUR MIND

You can give your singular focus to one task knowing that everything else is captured.

### 3. IT HELPS CLARIFY YOUR PRIORITIES

With everything written down (or on your computer), you can clearly see all your tasks in one place.  
Now you can decide what tasks have the greatest return on investment and where to focus your best time and energy.



## CATEGORIZE YOUR MASTER TASK LIST

To make your MTL more manageable, break it into categories.

You could categorize your Master Task List:

- By job responsibilities
- By life areas
- By personal goals
- Whatever works for you

Get in the habit of getting all your tasks down and in one place.

*"The faintest pencil is better than the strongest memory."*  
- Greg Mckeown