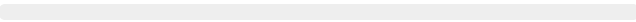


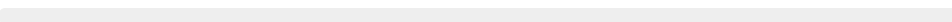
▼ **How to use this template** 6

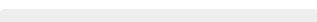
⋮

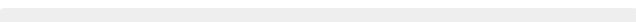










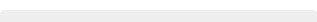


▼ **Start with a clean slate** 4

⋮



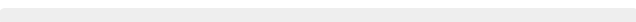


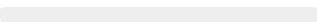




▼ **Get set up** 11

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∨ **Maintain the system with these 3 routines** 33



∨  Plan your day (15-25 min)

🕒 0/4 📅 Tomorrow 9 AM 🔄 🔔 1

Open your Today view to see all tasks you have due today

Add any tasks you need to complete today that aren't already there

∨  Prioritize your tasks using the 1-3-5 rule

🕒 0/4

1 big task (~2-4 hours) – Mark this priority 1

3 medium tasks (~30-45 min each) – Mark these priority 2

5 small tasks (< 15 min each) – Mark these priority 3

- 
- Reschedule the rest of your tasks for later in the week or next week
- 
- Get to work on your Big Task first 🤝
- 
- ∨  Review the day (15-25 min)  
🕒 0/4 📅 Today 5 PM ↻ 🔍
- 
- ∨  Get to Todoist Zero  
🕒 0/3
- 
- Open your Today view
- 
- Complete any tasks you've accomplished if you haven't already
- 
- Reschedule any tasks you didn't get to for later in the week or next week
- 
- ∨  Clear your Todoist Inbox  
🕒 0/2
- 
- Open your Inbox view
- 
- Move any tasks you've accumulated in your Inbox to the right projects and add relevant due dates
- 
- ∨  Prep for what's ahead so nothing sneaks up on you  
🕒 0/2
- 
- Open the Upcoming View to see what's coming up tomorrow and the rest of the week
- 
- Drag tasks between due dates to rebalance your schedule if needed
- 
- Leave work at work & enjoy your evening!
- 
- ∨  Do a weekly review

🔗 0/3 📅 Friday 3 PM 🗄️ 🗨️ 1

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▼  Get up-to-date on your projects

🔗 0/4

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Open each of your projects

---

Complete or delete tasks that are no longer needed

---

Add any new tasks that come to mind

---

Add any relevant due dates