

To-Do List

That Actually Works

Organize your day with purpose and balance. Use the three sections below to prioritize what *needs* to get done, what *can* get done, and what helps *you* stay grounded and energized.

Tip: Check in with your list throughout the day.
It's okay to adjust as you go. This is your plan, your pace.

Have to Do

These are your top-priority tasks for today. They might have deadlines, be time-sensitive, or simply be goals you'd like to accomplish before the day ends. Aim for 5–7 focused tasks.

Could Do

Tasks that would be nice to complete *if* you have the time or energy. These are flexible, lower-pressure tasks that can move to tomorrow if needed.

Self-Care

Self-care isn't optional, it's essential. Add breaks, rituals, or moments that help you recharge and stay motivated throughout the day. Every time you complete a task in the "have to do" section, consider doing something from this section. Remember that self-care can include fun, "treat yourself" activities, but it also includes activities like making sure your space is organized and that you have eaten a nourishing meal.