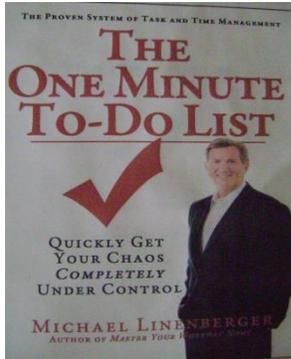


The One Minute To-Do List

By Michael Linenberger



Sometimes I'm really good at time management, and other times, not so much. I came across Michael Linenberger's task and time management system, and decided to give it a try. I wasn't expecting much since I've tried several similar systems, but his seems easier for me to follow.

The Introduction to the book caught my attention immediately. I am often overwhelmed, and find myself being reactive instead of proactive. Then Mr. Linenberger explained why other to-do lists don't work—the principles we keep hearing are archaic and may have worked in the past. However, we're in a technologically advanced society, and everything comes at us faster and faster. It's no wonder we can't keep up!

The basis of the One Minute To-Do List is the Master Your Now! system, used by several companies across the nation. Mr. Linenberger explains how the system works, and why it works. The rules are very simple, and once I got the hang of it, I found that I am much more organized and productive.

The task list is divided into two different zones: 1) the Critical Now zone and Opportunity Now zone and 2) the Over-the-Horizon zone. These are dynamic lists that change as your priorities throughout the day change. These zones are intended to create urgency, and keep your focus on very specific (as opposed to general) tasks. They also help keep things off the list that don't need to be there.

In Chapter 4, Mr. Linenberger suggests that we automate our lists. Some people may use Microsoft Word, Excel, or Outlook, or time management software. The software that Mr. Linenberger recommends is ToodleDo. There is a free version as well as an upgraded paid version, and ToodleDo has a preconfigured version that is specifically for use with the One Minute To-Do List. There are several videos that show you how to master your to-do list with Toodle-Do, and they are very helpful.

There is also a chapter on how to organize your e-mail into a to-do list. Sometimes the volume of e-mail we receive can cause overwhelm, and things get lost in the Inbox. With the One Minute To-Do List, managing e-mail is a simple process.

Another chapter discusses using the system on smartphones and tablets. ToodleDo will work on your mobile devices, so it can go anywhere with you. Again, there are several videos that show you how to optimize the apps to work with ToodleDo.

This book is just a primer to other products that Mr. Linenberger has available, one being the Master Your Now! system (which is briefly explained). I haven't looked into them as I am still learning the One

Minute To-Do List, and it is working fine for me. However, after reading the chapter, I can see how I can take my task list to the next level and possibly become even more organized and productive.

For anyone who is looking for a better way to manage tasks, take a look at this book and give it a try. It may not be for everyone, but it's worth experimenting with.