



Get organized by keeping your to-do list small

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To-do list item: dog grooming appt

AP Photo/Rui Vieira-pa

Do you have a to-do list that's as cluttered as your desk? Have you dutifully written everything down but now don't know where to start? Here's an idea that can remind you of the most important things you need to do right now.

Limit your list to things you can likely accomplish in a day or two, and use a small piece of paper or, better yet, the back of a business card! No details are required; just make a list of words or phrases to jog your memory.

Here's an example for a recent weekend:

- car appt
- dog grooming appt
- groceries
- spinning class
- shoe repair
- towel bar
- bills
- tax prep software

There's no need to write long notes. Chances are, just by seeing a word or two, your memory can fill in the rest. Nifty, huh?

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