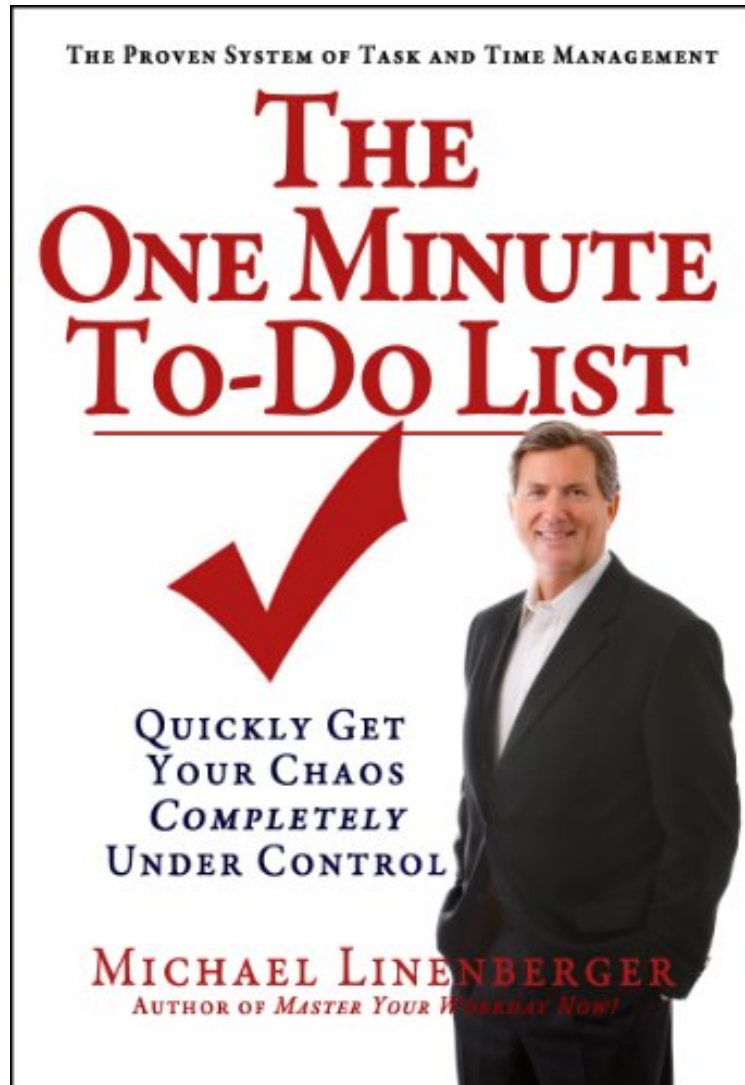


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The One Minute To-Do List: Quickly Get Your Chaos Completely Under Control

Michael Linenberger

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before purchasing it in order to gauge whether or not it would be worth my time, and all praised The One Minute To-Do List: Quickly Get Your Chaos Completely Under Control:

1 of 1 people found the following review helpful. Great for beginners learning how to create and manage to-do lists. By Patrick Reynolds This introduces the basic 1-2-3 priority system to creating a to-do list as well as emphasizing the need to review tasks on a regular basis. Other than showing how to computerize a task list so that it is available on both PC's and smart phones it does not really bring anything new to the table. I didn't feel that it would meet my needs as I work

on multiple projects, each with their own tasks, sub-tasks and sub-sub-tasks and their respective deadlines. In this system you are limited to only 5 priority 1 tasks and 20 priority 2 tasks which I didn't think would work well in the real world. In a multiple-project environment some projects and tasks go on hold while others suddenly become number one. I didn't see how to capture this when you are so limited. I also thought the FRESH idea was crazy as it implied that the older a task became the less important it was. I couldn't see telling my boss that I didn't do something because it was an older and thus less important task. The book pretty much just covered tasks and project at work, however I need a system that covers projects and tasks for home, for my personal life, as well as for school. If you have many tasks in many areas of your life there are better systems out there for tracking everything you have to do. 0 of 0 people found the following review helpful. Tame Your Inbox with this AWESOME Book! By Michael D. Crane This book has really helped get my inbox and my life in order! I was a user of the Toodledo online to-do tool before reading the book and after reading the book, I'm able to use that tool at a whole new level. The book was also quick and easy to read. 0 of 0 people found the following review helpful. Great process on managing tasks By Paros789 I've used different task management systems in the past and found this to be the simplest and easiest and most effective. Highly recommended. I very much like the fact that the book is brief and easy to read and get through a short time.

Readers overwhelmed by their work and life will find relief in this new title. We've all created to-do lists before, and we've all found them lacking-things just sit on them for weeks, months, even years. This book presents a simple and foolproof way to solve that problem and to create the perfect to-do list. You'll be focused on the right things, and you'll get them done.