



Episode 6: Organization

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Get Organized and More Productive! No More Bloated To-Do Lists. – by Benjamin Yoskovitz

Show Summary

Organizing your to-do list is essential to keeping you sane and running smoothly. Here are 4 tips for writing a more useful to-list.

1. Keep it as short as possible. Sure, we're all busy, but there's only so much we can do in a day. A to-do list with 50 things on it is basically useless. Try keeping your to-do list down to 10 things. If you've got more than 10 to-dos, put them away separately for now.
2. Write concise to-dos. Standardize them. Make sure the critical information is there. You need to be able to scan your to-do list in a quick flash and get all the critical information you need.
3. Prioritize. Even with a short list of to-dos it makes sense to prioritize them. The trip (to avoid a complicated to-do list and wasting time) is to develop a simple prioritization system. Even listing them in a specific order is good enough.
4. Exclude extraneous information. Beware the bloated to-do list. Decide what's most important in terms of content and stick with that. Each time you're about to put something into a to-do, ask yourself, "Do I really need this information?" The most common information that's put into to-dos that doesn't belong is time and

dates. To-dos are meant to be done as soon as possible, all the time during the day, so they don't really need dates and times.

There are a million tools out there for managing to-do lists. I use Notepad because of its simplicity but it's not really a to-do list tool. It's one step away from sticky notes.

Outlook is an extremely popular tool and there are also a slew of web-based ones. I've looked at a few including:

- Ta-Da List: <http://www.tadalist.com/>
- Remember the Milk: <http://www.rememberthemilk.com/>
- Voo2do: <http://voo2do.com/>

About Grasshopper New Media

Grasshopper New Media was founded by Chris Brogan in 2006. His goal in creating the network is to use digital technologies to tell stories and start conversations. GNM Networks creates podcasts, video podcasts, blogs, and other new media products for passionate niche markets, building audience through viral marketing and strong word-of-mouth efforts, and keeping them by providing consistent, quality content that both entertains and informs.

For more information, visit: <http://www.grasshoppernewmedia.com>

About Benjamin Yoskovitz

Benjamin Yoskovitz has been an entrepreneur for over 10 years, with businesses in web and software development. More recently he co-founded IGotNewsForYou.com (<http://www.igotnewsforyou.com>), where people can send friends and family, hilarious, personalized mock news pages via email, by putting them in the news.

And he's recently launched a new blog: Instigator Blog at <http://www.instigatorblog.com>.

Benjamin is passionate about building great software, customer service and humor.

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