

Effortless

by Greg McKeown

A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

⁰¹ **Ask the effortless question**

Choose one important task and write: What would this look like if it were easy? List five ways to remove friction before adding more effort.

MON TUE WED THU FRI SAT SUN

⁰² **Define done in one sentence**

Before starting, write the smallest useful finish line. If the sentence has more than one outcome, split the task.

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⁰³ **Create a ten-minute entry ramp**

Design the first move so it can be completed in ten minutes: open the document, draft the first line, lay out the tools, or send the first request.

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⁰⁴ **Remove one hidden burden**

Cut a meeting, choice, tool, expectation, or perfection standard that makes the essential thing feel heavier than it needs to be.

MON TUE WED THU FRI SAT SUN

⁰⁵ **Leave behind an asset**

After finishing, turn the work into a checklist, saved template, note, or repeatable ritual so tomorrow starts lighter.