

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

☐ ⁰¹ **Dump the open loops** ☐ ☐ ☐ ☐ ☐ ☐ ☐

Write every nagging task, obligation, worry, and should without sorting while you write.

☐ ⁰² **Pick the must-do lane** ☐ ☐ ☐ ☐ ☐ ☐ ☐

Mark the tasks with real consequences if ignored this week. Everything else waits.

☐ ⁰³ **Turn one worry into a handle** ☐ ☐ ☐ ☐ ☐ ☐ ☐

Convert a vague worry into a verb, object, and finish line.

☐ **04 Block the next move** ☐ ☐ ☐ ☐ ☐ ☐ ☐

Put the first 25-minute work block for the highest-consequence task on the calendar.

☐ ⁰⁵ **Do the calendar, not the mood** ☐ ☐ ☐ ☐ ☐ ☐ ☐

When the work block arrives, start for five minutes before deciding how you feel.

☐ ⁰⁶ **Close one loop daily** ☐ ☐ ☐ ☐ ☐ ☐ ☐

Finish, cancel, delegate, or deliberately defer one open loop each day.