

The One Thing

by Gary Keller

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 **Write your focusing question**

Pick one goal and complete this sentence: What's the ONE Thing I can do this week such that by doing it everything else will be easier or unnecessary?

MON TUE WED THU FRI SAT SUN

⁰² **Convert your to-do list into a success list**

Circle the three tasks with the highest leverage, then choose the one that changes the condition of the other two.

MON TUE WED THU FRI SAT SUN

⁰³ **Block first-quality time**

Put a 90-minute appointment for the one thing on tomorrow's calendar before email, meetings, or errands can claim the day.

MON TUE WED THU FRI SAT SUN

⁰⁴ **Name the acceptable mess**

Decide which lower-value task is allowed to stay imperfect while the lead domino gets protected attention.

MON TUE WED THU FRI SAT SUN

⁰⁵ **Review the domino chain**

At the end of the block, write what became easier, unnecessary, or clearer because the one thing moved forward.