

Nothing like an old fashion To Do List!

Time to reflect and think about our past before all this crazy technology! Sometimes an old way might work better for you than some high-tech way. Better yet can you bring your old way into the new way with technology!

Let's see how many of you have taken the same path as I have. I remember the days (yesterday) when I always had a yellow legal pad on my desk or close by. Add to the list, put a line through what I finished and redo it regularly. Now here is the secret, in the evening when it's nice and quiet for some that might be midnight, get yourself a nice glass of wine, find that special place that helps with a clear head and update and add things to your "To Do List". I also recommend keeping the legal pad next to your bed so in the middle of the night your brain is working overtime, write it down and tell your brain "there I will take care of it in the morning".

Now in a perfect world you would wake up the next day and go through your list marking things off. We don't live in a perfect world, something is going to happen that your plans go down the hopper! This is life so simply keep adding on to the list.

In my past I have had a crazy schedule at times, I counted my weekends home in hours not days between landing and flying out again. I needed a better way for me to handle my "To Do List", I wasn't going to carry my legal pad around with me. I looked at many apps and programs, some with alarms, some with GPS so when I rode by the dry cleaners my phone would yell at me to stop. Nope not going to do it!

Here's what I do and hope this helps, first I am an Apple guy so in my Notes I have my "To Do List" which syncs across all devices so with me at all times. Windows 10 the same way and Google has Google Keep which does the same plus you can build your "To Do List" with a yellow background for old time's sake!

I do hope you are keeping up with my "Raise the Bar" campaign as I am building one skill set at a time to help you work smarter not harder. This is article/blog number 15 in my "Raise the Bar" campaign. If you missed any of them you can find them on my FB Timeline, my FB page Dick Betts Blogs or my website. [#raisethebar](#)