

GOING DIGITAL WITH TO-DO LIST

TIM'S THOUGHTS



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TEACHING • LEARNING • DOING • REINFORCING

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Take a moment to envision the end of your work week. Most, or maybe all, of the things you had set out to do are finished up with anything related being delegated to next week.

It's been a very busy week, but you're ready kick your feet up on your days off. Then, one of your colleagues comes to follow up with that thing that asked you about a few days ago. You could have sworn you wrote it down, but where did that sticky note go? The thoughts of "I forgot," and "Did I just let this person down?" begin creeping across your mind.

This has happened to all of us at some point. In this day and age, it has become increasingly difficult to keep track of all the things we have on our plates. We all have different people from different directions asking for different things. It can be incredibly challenging to keep up with everything.

The solution I found for this is [Microsoft To Do](#). It's a digital to-do list and that I always keep on my desktop. I use it to organize and prioritize tasks I have for the week, then build a to-do list for the day ahead of me. When I finish the task, I can tick it off the list. I can also go as far as organizing who I got the tasks from. This is a more personal preference, and checking off your tasks as you go is rewarding as well.

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