

# THE FU MASTER PRODUCTIVITY CHECKLIST



- ❑ Use your **INBOX** to capture distractions immediately throughout the day.
- ❑ Establish a simple, solid **MORNING ROUTINE**.
- ❑ Always do a **DAILY REVIEW** to create a laser focused Today List.
- ❑ Always pause for a **WEEKLY REVIEW** to focus your Anytime List.
- ❑ **AREAS** (of life focus), **PROJECTS** (2+ todos & an end date) & only **NEXT ACTIONS** in Things3.
- ❑ Keep your **TODAY** List tight & stocked w/ only “Must Dos” & use **ANYTIME** for “Bonus Todos”.
- ❑ **ALMOST NEVER SCHEDULE TODOS**, consider using Due Dates instead.
- ❑ Use **TAGS SPARINGLY** & master basic **KEYBOARD SHORTCUTS** to find todos instantly.
- ❑ Use a separate app like **BEAR TO TRACK NOTES & PROJECT DETAILS** & for **JOURNALING**.
- ❑ **PRODUCTIVITY IS THE FORCEFIELD** that keeps you focused on what’s **TRULY IMPORTANT**.