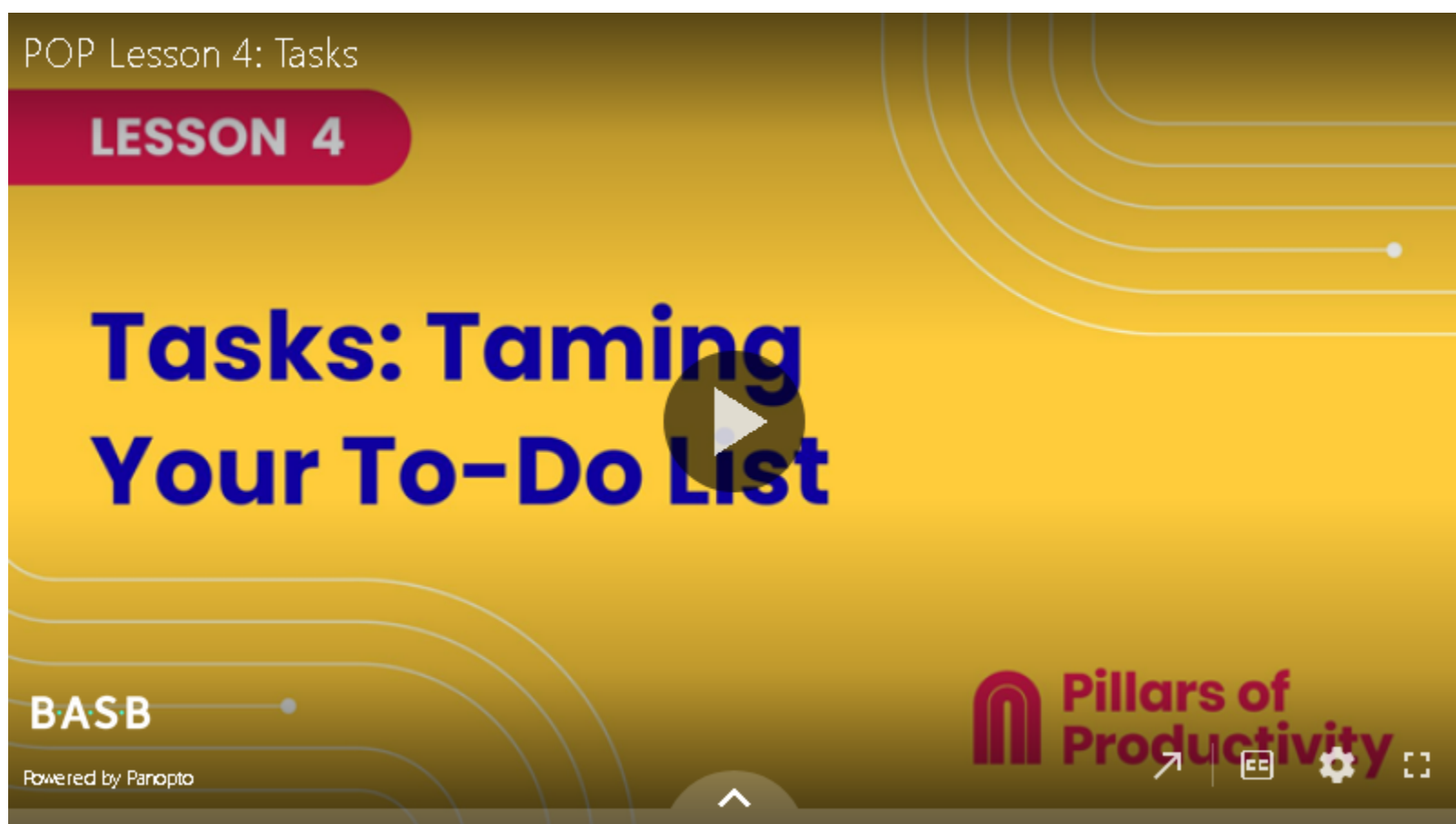


4. Tasks: Taming Your To-Do List

Watch

In this video, you will learn...

- **Mindset Shift:** Accept that your to-do list will never end. As opportunities grow, so will the tasks associated with them, so your focus should be on selecting which tasks to act on.
- **Digital Over Paper:** Learn the advantages of using a digital task manager, such as syncing across devices, search, and more.
- **Open Loops:** Understand the concept of "open loops" that cause stress and anxiety and the solution that will create peace of mind.
- **Task Manager Features:** Learn how to utilize features such as quick capture, autofill, and inbox management in popular task management apps like Things and Todoist.
- **Batch Processing:** Try techniques to efficiently clear your task inbox, queuing them up for future action.



If the embedded video above does not play for any reason, [click here](#) to open and watch the video in your browser.

Recommended Apps & Tools

- [Things](#): Tiago's preferred task management app. An award-winning personal task manager that helps you achieve your goals.
- [Todoist](#): The world's #1 task manager and to-do list app available for all operating systems.
- [Apple Reminders](#): Apple's default task management app to create reminders with subtasks and attachments, and set alerts based on time and location.
- [Google Tasks](#): Integrates with Gmail and Google Calendar so you can manage, capture, and edit your tasks from anywhere, at any time, with to-dos that sync across all your devices.
- [OmniFocus](#): A task manager for power users to help you keep track of everything.
- [Microsoft To Do](#): A task manager integrated into the Microsoft ecosystem.

Your Turn

Open your POP Workbook and complete the steps outlined in Lesson 4.

Share

Click or tap the "Comments" icon in the upper right side of this page to open the comments section in the right sidebar.

- **Reflect on the mindset shift:** Reflect on the idea that you'll never reach the end of your to-do list. How does this realization make you feel? Have you let go of the guilt or shame associated with an ever-growing list?

- **Share an experience where an "open loop" caused you stress or anxiety:** How have you started using your task manager to close these open loops and how has it changed your overall well-being?
-

Additional Resources

Keyboard Shortcuts

Keyboard shortcuts allow you to move faster through the apps you use. Here are help articles that list the shortcuts for the following apps:

- [Things](#)
- [Todoist](#)
- [Apple Reminders](#)
- [Google Tasks](#)
- [OmniFocus](#)
- [Microsoft To Do](#)