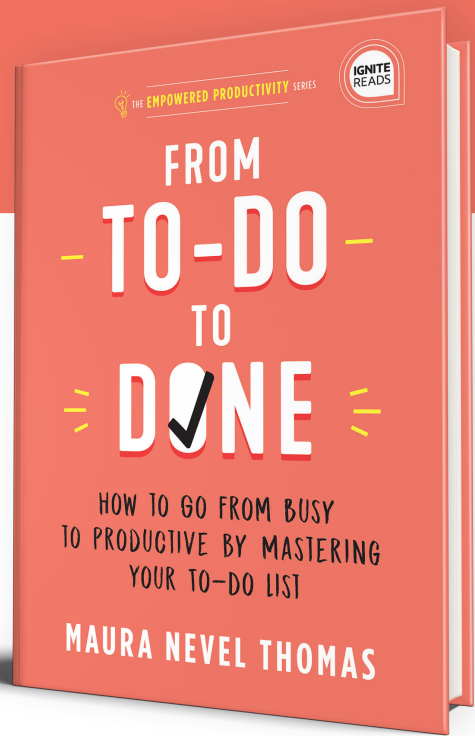


Spark Impact in Just One Hour

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# A Guide for Mastering Your To-Do List:

*From To-Do to Done*

By Maura Nevel Thomas

Includes printable worksheet for meeting participants  
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## BOOK DISCUSSION QUESTIONS

### INTRODUCTION:

1. Some days are better than others, but in which stage of productivity do you think you land most days?
2. Do you feel any level of burnout related to your job?
3. Do you think your most frequent stage of productivity has any relationship to your level of burnout?

### CHAPTER 1:

1. Does the Lion Syndrome contribute to procrastination or prevent you from getting started on important work?

2. Does the puzzle strategy seem useful to you? Why or why not?
3. Do you prefer to start things in a thorough, organized, comprehensive way, or do you tend to prefer to “jump right in” to things? (This can give you insight into whether the Quick Start or “Whole Enchilada” brain dump is a better way for you to get started.)

### CHAPTER 2:

1. Does it make sense to you to separate “strong relationship to time” items from “weak relationship to time” items? Why or why not?
2. Brainstorm ways you can gain efficiency by combining your work activities and your personal activities.
  - If you have resistance to this, question why, and see if you can overcome these obstacles to make the best decision.

### CHAPTER 3:

1. How have you traditionally grouped your tasks – by project, person or urgency?
2. Which of these categories seem more useful and why?

### CHAPTER 4:

1. Consider an item that is currently on your to-do list (even if it’s only a “mental” to-do

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list). Can you make it more specific, and therefore more actionable?

2. Is there anything on your list that would seem easier if you broke it down?

### CHAPTER 5:

1. Are you resistant to move from paper to electronics? Why or why not?

2. What are some of the obstacles to embracing technology?

- Make a plan to overcome them.

### CHAPTER 6:

1. What is standing in the way of you getting started implementing the Action Management strategies of Empowered Productivity?

2. What ideas can you come up with to overcome those obstacles?

**TAKE BACK CONTROL OF YOUR BUSY LIFE BY  
FOCUSING ON THE THINGS THAT TRULY MATTER.**

**Contact us to learn more or tell us about how this Discussion Guide sparked impact for you and your team!**

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