



**IDML**  
**SWITCH FROM "TO DO LIST" TO**  
**"SUCCESS LIST"**

**IDML**  
**कैसे "To - Do" लिस्ट से**  
**"SUCCESS" लिस्ट पे आये!**

## **Why is this workbook important?**

This checklist will help you to understand how to switch from To Do list to Success List. It will also give you an idea as to how and why you should have a Success list. The success list will have maximum two ideas which will be related to goal or the vision where you want your company to reach. Success list will help you to remain passionate about what you stand for and the ultimate enabler of your idea.

### **यह वर्कबुक इम्पोर्टेन्ट क्यों है?**

इस वर्कबुक में आपको यह पता चलेगा की कैसे "तो-दो" लिस्ट से "सक्सेस" लिस्ट पे जा सकेंगे | सक्सेस लिस्ट आपको आपके कंपनी के लक्ष्य को प्राप्त करने में मदद करेगा क्योंकि इस लिस्ट द्वारा आपका कम्पलीट / तीव्र फोकस आपके प्रायोरिटी वाले गोल्स पर ही रहेंगे और समय व्यस्त नहीं होगा!

IT IS VERY IMPORTANT TO KNOW WHAT YOU FOLLOW A TO DO LIST OR "SUCCSES LIST"?

## EXAMPLE OF TO DO LIST:

### TO - DO LIST TEMPLATE

Task Name	Status	Priority	Task Value	Targeted Completion Date	Owner	Additional Notes
Task Name 1	Planning	High	Easy / Hard/ Low / High	30-May- 2022		
Task Name 2	Approved	Normal	Easy / Hard/ Low / High	6-Jun-2022		
Task Name 3	Pending Review	Low	Easy / Hard/ Low / High	1-Jun-2022		
Task Name 4	Completed	Normal	Easy / Hard/ Low / High	27-May- 2012		
Task Name 5						
Task Name 6						
Task Name 7						

## **How to now switch to Success List :**

[1] Write your goals

[2] Prioritize your goals as high, medium, low

[3] Rank your goals as rank 1, rank 2 etc.

[4] Put first 2 goals in your 1<sup>st</sup> step success list as below :

<b><u>DATE</u></b>	<b><u>GOAL 1</u></b>	<b><u>GOAL 2</u></b>	<b><u>COMMENTS</u></b>

# DAILY SUCCESS CHECKLIST

## Daily Success Checklist

Date:

\_\_\_\_\_

Success Habits	Critical Tasks for Today
1. _____	1. _____
2. _____	2. _____
	3. _____
3. _____	Other Tasks
4. _____	
5. _____	1. _____
6. _____	2. _____
<b>Notes:</b>	

Reflection
<b>My Accomplishment:</b>
_____
<b>Where I Made most Progress:</b>
_____
<b>Biggest Thing I Learned</b>
_____
<b>What I will do differently tomorrow</b>
_____
<b>Things I am Grateful for</b>
_____

# **HELP!!**

If you need help working on this document – you can reach out to us on:

- +91-9896975448
- +91-7760431980

You can also email us at [info@idesignmylife.net](mailto:info@idesignmylife.net)

**Do you want us to help you in working towards your Business Growth ??**

Visit our website [www.idesignmylife.net](http://www.idesignmylife.net) and you can fill the form here: <https://idesignmylife.net/contact-us/> so that we can get in touch with you as soon as possible.

Join our Facebook community:  
<https://www.facebook.com/groups/autopilotbusinesscoaching/>

## HELP!!

अगर आपको इस डॉक्यूमेंट में हमारी सहायता चाहते हैं तो कृपया इन् numbers पे कॉल कर सकते हैं :

- +91-9896975448
- +91-7760431980

आप हमें email भी कर सकते हैं : [info@idesignmylife.net](mailto:info@idesignmylife.net)

क्या आप अपने बिज़नेस ग्रोथ में हमारी सहायता चाहते हैं?  
क्या आपको बिज़नेस कोच की ज़रूरत है?

तो हमारे website पे जायिये और यह “FORM” भरे  
<https://idesignmylife.net/contact-us/>

ताकि हम आपसे जल्द से जल्द आपके touch में aaye!!

आप हमारे साथ Facebook पर भी जुड़ सकते हैं :

<https://www.facebook.com/groups/autopilotbusinesscoaching/>