How to get things DONE!

I used to have an issue with remembering to water my plants and many have died. I was using my calendar, which work OK, but I have a program that I really like –

Microsoft’s ‘To Do’.

This is a program from Microsoft that works on my computer and phone and they sync. That is great because when I think of something that needs to get done, I can add it to my phone, and it will be on my computer.

Why I like this program:

1. It will sync between my computer and phone.
2. There are two sheets to the planner:
	1. ‘My Day’ is the front sheet that I can have only the things that I want to work on TODAY.
	2. ‘Tasks’ is the back sheet that has ALL of my tasks. I can look through it each morning and easily add them to My Day.
3. I could add a ‘List’ if I wanted to have one.
4. I can share a ‘List’ with my wife – Groceries.
5. I am using it for my work on My Bucket Garden and it is a great help to keep me on track to finish in a timely manner.
6. Each morning – ‘My Day’ is blank. There is a ‘Suggestions’ tab where:
	1. Everything that I didn’t finish yesterday is listed.
	2. Tasks that I have scheduled for today.
	3. Tasks that have no due date.
	4. Tasks that ‘Upcoming’ in case I want to move one of the tasks from next week to today.
7. It is simple to add a task and add or remove from ‘My Day’.
8. Every task that is finished is moved to the bottom under ‘Completed’, which makes me feel great to see that list grow.
9. You can make a task (like watering, taking meds, birthdays) repeat.
10. You can set a task on any date.
11. I can have a ‘Main’ task and then add steps under it, which makes it easier to complete.
12. I can add ‘notes’ to every task and speel check works.
13. I can move a task, up or down, to place it next to another task so I will do both at the same time. When I go out, I want to hit all of my tasks in one trip.

<https://www.microsoft.com/en-us/p/microsoft-to-do-lists-tasks-reminders/9nblggh5r558?ocid=9nblggh5r558_ORSEARCH_Bing&rtc=1&activetab=pivot:overviewtab>