

MASTER To Do List

Sunday, February 15, 2015 12:34 PM

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[Task Management Notebook](#)
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1. List everything you need to get done,
2. Want to get done,
3. Think you want to get done this year or in your lifetime.
4. List all the projects you are currently working on.
5. Yes, all those craft projects hidden in the closet, too.
6. List any idea you have for things you want to do,
7. No matter how wild or crazy it seems.
8. Just dump everything out of your brain onto this list.
9. Sort this list into: Ideas, Projects, Top Ten Things to Get Done.
 - a. Projects are anything that requires more than two steps to finish.
10. Copy and paste the items here to the appropriate Section Tab.
11. Delete this section when you are done or turn it into an inbox.
12. Now go and get things done!

Top Ten Things To Get Done

Thursday, January 15, 2015 7:23 PM

List the Top Ten Things you want to get done this week. They can be single tasks or steps to complete a project. I add to the list as I complete tasks so that I always have ten things listed.

No.	Task Name	Description	Started	Due Date	Complete	Notes
0		Green tasks are COMPLETE and get moved to the THINGS YOU HAVE DONE page.				
1	Taxes	2014 taxes	Feb 2015	15 Apr 2015		
2	FH Blog Post	Next OneNote post	Feb 2015			
3	FH Blog Post	Family Groups Sheets in each section	Feb 2015			
4	Bold Streak	Work on updating pattern for sale	Jan 2015			
5	Ocean Waves	Finish my border design	Jan 2015			
6	Quilt 13	Scrappy Log Cabin	Jan 2015			
7						
8						
9						
10						

The Things You Have Done

Thursday, January 15, 2015 11:10 PM

Copy and paste completed tasks from your Top Ten list here when they are completed. Change the No. column to the next number chronologically.

No.	Task Name	Description	Start Date	Due Date	Complete Date	Notes
2015-1	FH Research	Timeline for me in place of self-interview			18 Jan 2015	
2	CP Blog Post	Nancy's Ocean Waves quilt design finished			29 Jan 2015	
3	CP Blog Post	Ocean Waves post update			30 Jan 2015	
4	FH Blog Post	Update to OneNote original post	Feb 2015		4 Feb 2015	
5					5 Feb 2015	
6	Design	Pedigree quilt design laid out in EQ7			07 Feb 2015	
7	ON FB	Post EQ7 design			07 Feb 2015	

Day-by-Day

Monday, February 16, 2015 12:20 AM

Keep track of scheduled appointments, remind yourself to exercise 4 times this week, take your medication every day, or list something you want to become a daily habit (like make the bed) here.

MON	Task Name	Description	Notes
	📌 Exercise	Go to gym today	Treadmill - 45 minutes / Don't forget earbuds for phone!
TUE	Task Name	Description	Notes
	★ Call Jessica	Jessica's birthday!	
WED	Task Name	Description	Notes
	📌 Exercise	Go to gym today	Treadmill - 45 minutes / Don't forget earbuds for phone!
THU	Task Name	Description	Notes
	📌 Exercise	Go to gym today	Treadmill - 45 minutes / Don't forget earbuds for phone!
FRI	Task Name	Description	Notes
	👥 Lunch with Cindy	1:00pm El Cancun	
SAT	Task Name	Description	Notes
	📌 Exercise	Go to gym today	Treadmill - 45 minutes / Don't forget earbuds for phone!
SUN	Task Name	Description	Notes

Single Task Items

A list of tasks that only require one or two steps to complete.

Tuesday, June 3, 2014 2:54 PM

- 1.
- 2.
- 3.
- 4.
- 5.

Project Pages

Sunday, February 15, 2015 1:02 PM

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If something requires more than two separate steps, then it belongs on a Project Page. Groups your projects into types: Work, Personal, Hobby, Home, for example.

A Project Page will contain all the projects you have decided to complete and a list of the steps you need to take to complete the project.

I have my Project Pages broken down by type of project. On each project page, I have listed the projects I want to complete this year. I have created a two-row, one-cell table for each project that I use kind of like an index card. I fill the top cells with different colors and name the project. Below that I insert list the steps needed to get that project done or other pertinent information for the project. When I complete a step on the project list, I put a checkmark by it or delete it.

I have included a couple samples of the project 'index cards' on my sample project pages.

Quilt Design

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Ocean Waves Borders

- Finish simple border design for blog post
- Finish designing border for my version
- Figure fabric yardage

Pedigree Chart Quilt Applique

- Finish drawing tree branches
- Copy and paste leaf design to branches
- Break down larger design into four smaller designs for printing?
- See about having applique underlay printed digitally
 - Cost?
- Decide how to add names to fabric rectangles
 - Transfer Artist Paper
 - Printable fabric from Electric Quilt or other
 - Print at home and embroider names and dates

Quilts -15 Finishes in 2015

Thursday, January 15, 2015 8:06 PM

Priscilla's Beauty

- 9 Sunflower blocks
- 16 New York Beauty blocks
- 12 Pomegranate appliques
-

Transfer Artist Paper Sample

- Beading
-

Rachelle

-

Sun, Moon & Stars

-

Scrappy Log Cabin

- 144 blocks
 - Center 4 patches
 - First round light
 - First round dark
 - Second round light
 - Second round dark
 -

Case of the Secret Garden

- No clue what's next
-

Patchwork of the Crosses

- Sew 8 blocks laid out
- Lay out 17 more blocks
- Count number of squares needed
-

Color of the Sky

-

9 Patch with Hearts

- Order Inkingo 4.5" Square collection
-

Ocean Waves

- Order fabric after figuring out yardage
-

Crazy Quilt Block

- Order silk ribbon
-

Hexiflowers

- 142 hexagon flowers
-

America, America

- 15 blocks
 - Backgrounds
 -

Thea's Baby Quilt

- Order fabric
- Print shapes
-

Christmas Waltz

- Collecting Christmas fabrics
-

[Name] Blog

Sunday, February 15, 2015 2:36 PM

Post 1: Title of Post

- (1) Point to make
 - 1. [insert photo]
 - 2. Mention this
- (2) Point two
- (3) [insert photo]
- (4) Point three

Post 2: Title of Post

- (1) Point to make
 - 1. [insert photo]
 - 2. Mention this
- (2) Point two
- (3) [insert photo]
- (4) Point three

Post 3: Title of Post

- (1) Point to make
 - 1. [insert photo]
 - 2. Mention this
- (2) Point two
- (3) [insert photo]
- (4) Point three

Post 4: Title of Post

- (1) Point to make
 - 1. [insert photo]
 - 2. Mention this
- (2) Point two
- (3) [insert photo]
- (4) Point three

[Name] Blog

Sunday, February 15, 2015 2:36 PM

Post 1: Title of Post

- (1) Point to make
 - 1. [insert photo]
 - 2. Mention this
- (2) Point two
- (3) [insert photo]
- (4) Point three

Post 2: Title of Post

- (1) Point to make
 - 1. [insert photo]
 - 2. Mention this
- (2) Point two
- (3) [insert photo]
- (4) Point three

Post 3: Title of Post

- (1) Point to make
 - 1. [insert photo]
 - 2. Mention this
- (2) Point two
- (3) [insert photo]
- (4) Point three

Post 4: Title of Post

- (1) Point to make
 - 1. [insert photo]
 - 2. Mention this
- (2) Point two
- (3) [insert photo]
- (4) Point three

[Project Type]

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Project

Project

Project

Project

Project

Project

[Project Type]

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Project

Project

Project

Project

Project

Project

Idea List

Tuesday, June 3, 2014 2:54 PM

A place to put all the ideas that run through your mind that you'd like to pursue in the future. Some you will eventually pursue and other ideas will get deleted as enthusiasm for the idea wanes. Develop the habit of adding ideas to the list as they come to you (so you don't forget them!) and reviewing this list at least monthly.

Date	Applies to	Keywords	Idea	Notes
[date added to list]	[project or project type]		[Your basic idea. These get transferred to your project list when you are ready to add the steps to get them done or deleted if you change your mind.]	[Anything else about idea. What needs to be done beforehand, etc.]
January 2015	Quilting: Pattern	Design: Ocean Waves Border	Border for ocean waves quilt with shells, starfish, ribbon and circles.	Simplify the design I created for my ocean waves quilt.

Shopping List

Thursday, May 05, 2011 1:02 PM

You can create other more specialized shopping lists and post them on this page.

- Permanent shopping list of items I buy frequently.
- Sort items by where they are found grouped in the store.
- When I am running low or am out of an item,
- I put a checkmark in the box next to the item.
- Click on the box to insert the checkmark.
- When it is time to go shopping,
- I create a shopping list on my phone
- Including the items I have check marked here.
- Alternately, I could access this list right on my phone,
- But I usually have odd items that aren't on this list
- That I am shopping for as well as the everyday things.
- It's easier to just make a new list on my phone.

Next purchase 1

Sunday, February 15, 2015 12:41 PM

Clip from the web of something I want to purchase.

Next Purchase 2

Sunday, February 15, 2015 12:42 PM

Clip from the web of something I want to purchase.