



## **The Reasons Why Taming Your To-Do List By Using Your Calendar Really Work**

1. Forces you to think about how long the task  
will take to complete/prepare
2. Forces you to consider if it is humanly possible
3. Gives you a way to say no to real life people
4. It trains those around you to come with  
a qualified ask
5. Trains you to qualify your own asks of  
other people