



How to Use  
The P.I.C.K. Model  
with MJ-TODAYLIST

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# How to Use The P.I.C.K. Model with MJ-TODAYLIST

## Why Read This Guide?

In today's fast-paced world, managing tasks effectively is crucial for personal and professional success.

The **MJ-TODAYLIST** combined with the **P.I.C.K. Model** is a powerful approach to task management that helps you prioritize your day based on what truly matters.

This guide will show you how to use these tools to stay organized, focus on high-impact activities, and reduce stress by managing your time wisely.

## Introduction

Welcome to your comprehensive guide on mastering task management with the **MJ-TODAYLIST** and the **P.I.C.K. Model**.

This ebook is designed to help you take control of your day, prioritize tasks that matter, and achieve your goals more efficiently.

Whether you're juggling work, personal projects, or unexpected tasks that come your way, this guide will provide you with a clear strategy to stay on track.

## User Information

**MJ-TODAYLIST** is a daily task organizer that helps you manage and prioritize your tasks effectively.

It's divided into three sections:

1. **Scope Creep from Yesterday:**

Tasks not finished or moved forward from the previous day.

2. **Tasks List for Today:**

Tasks planned for today, scheduled from last week or yesterday.

3. **Today's Scope Creep from Outside Sources:**

Tasks that unexpectedly arise throughout the day.

When new tasks are added from external sources, apply the **P.I.C.K. Model** to determine their importance and decide if they should be added to your daily list.

## The P.I.C.K. Model Explained

The **P.I.C.K. Model** helps you decide what to focus on, ensuring that you're always working on the most impactful tasks. Here's a breakdown of how to use it:

### 1. **P - Prioritize**

#### ➤ **What to Do:**

List everything you need to do.

#### ➤ **Why:**

Identify the 20% of tasks that will make the biggest difference. These are your high-impact tasks.

### 2. **I - Impact**

#### ➤ **What to Do:**

Focus on tasks that have the greatest impact on your goals.

#### ➤ **Why:**

Completing these tasks first helps you achieve your goals more effectively.

### 3. **C - Categorize**

#### ➤ **What to Do:**

Sort tasks into four priority levels:

- **Priority 1 (P1):**

Must-do now (Urgent and Important).

- **Priority 2 (P2):**

Important but not urgent (Schedule for later).

- **Priority 3 (P3):**

Not very important (Delegate if possible).

- **Priority 4 (P4):**

Not important or urgent (Drop or defer indefinitely).

#### 4. **K - Keep Moving**

##### ➤ **What to Do:**

Allocate specific time blocks for different types of tasks:

- **Focused Work:**

Tasks requiring high concentration.

- **Routine Tasks:**

Regular daily tasks and meetings.

- **Breaks:**

Short breaks to recharge.

##### ➤ **Why:**

Start with the most challenging task (the "frog") to build momentum and stay motivated.

## **How to Use the P.I.C.K. Model with MJ-TODAYLIST**

### **1. Write Down Your Tasks:**

List every task you need to complete.

### **2. Identify Important Tasks:**

Pick out tasks that will have the biggest impact.

### **3. Sort Tasks by Priority:**

Decide which tasks to do now, which to do later, and which to delegate.

### **4. Plan Your Day:**

Schedule time for each task and ensure you have breaks.

### **5. Adjust as Needed:**

Review and update your list as new tasks come in or circumstances change.



## Enjoy the Use

By integrating the **P.I.C.K. Model** into your **MJ-TODAYLIST**, you'll find that your days are more structured and productive.

You'll focus on tasks that matter most, reduce stress, and feel a greater sense of accomplishment.

Remember, the goal is not just to be busy but to be effective with your time and efforts.

## Call to Action

Need help getting started or have questions about using the

**MJ-TODAYLIST** or the **P.I.C.K. Model**?

We're here to help! Reach out to us at **info@mojo-journal.com** for support and guidance.