

Task management

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1 Steps to create a task

- Give it a title
- Give it at least one label
- Give it an assignee
- Decide if it's important or not
- Decide if it's urgent or not
- Give a rough estimate of effort
- Give a description if necessary
- Set a deadline if possible
- Set status to Unprioritized

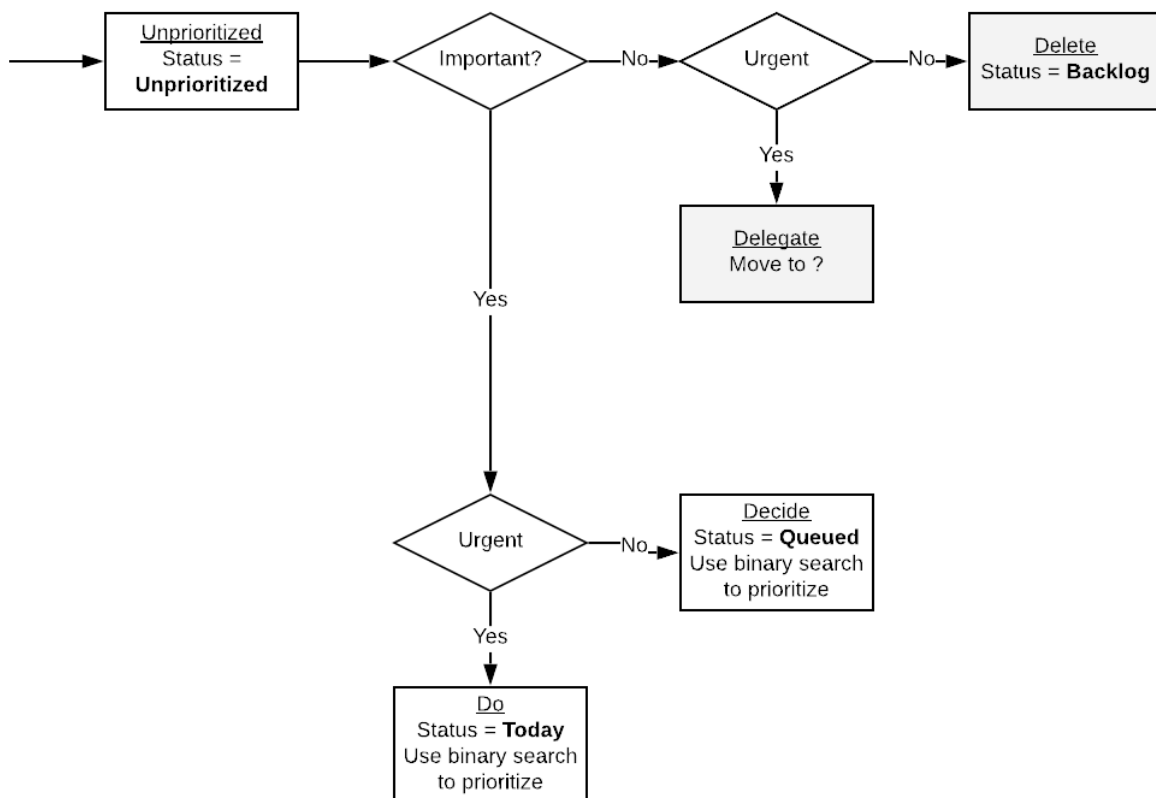


Figure 1: Task creation

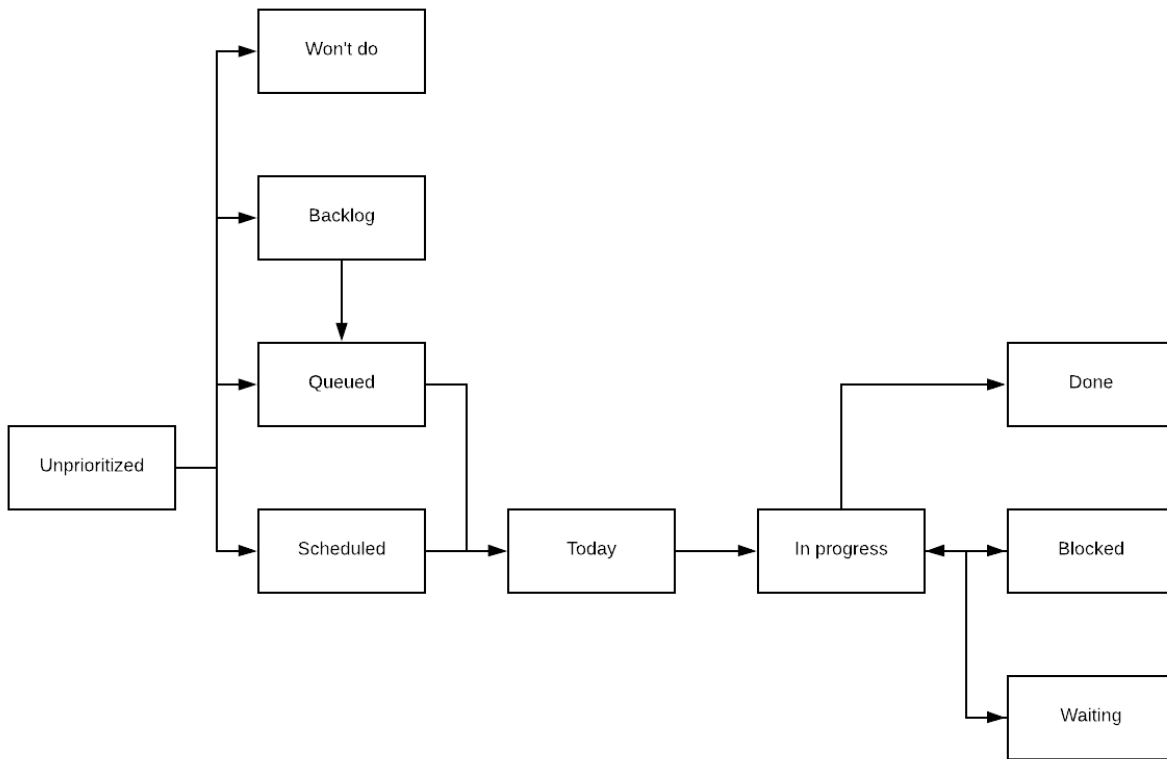


Figure 2: Task states

2 During a workday

- Go through the tasks in the Do section, then the Decide section, then Delegate

3 Important/Urgent

Use Eisenhower matrix to determine task importance/urgency

- Tasks that are not important/not urgent are moved to the backlog
- Tasks that are not important/urgent are delegated to someone else
- Tasks that are important/not urgent should be scheduled
- Tasks that are important/urgent should be done ASAP

4 Task processing

- Unprioritized tasks should be moved to Queued, given their priority compared to already queued tasks
- You should attempt to keep the Unprioritized tasks count to 0
- A task that is Queued should have a deadline date
- Work on tasks In progress first, then take tasks from Today, then from Queued

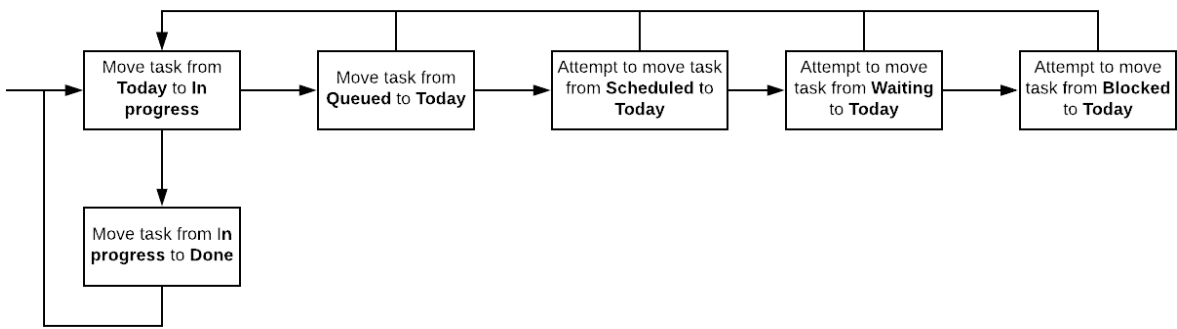


Figure 3: Task processing loop