

TASK MANAGEMENT SYSTEM

DOING NOW	A task you are currently working on
TYPE	Categorize tasks: \$ – revenue within 60 days ☺ – for a client ∞ – a system “ ” – blank
TO DO	Short explanation of activity
COMMIT	Promise date (if applicable)
WHO	Person assigned task
TASK/REQUEST	Short explanation of task with date of request
DUE	When it will be complete