



Checklist 6 - Choosing The Right Task Management Method

Project Name: _____

Date: _____

Yes No

Managing tasks on a daily basis is essential for running a successful life, but choosing the right method of managing these tasks is a tricky thing to do. There are many methods that contribute towards task management, but choosing the right one among them, which suits your tasks and helps in managing them, is tough work. Are you seeking for an answer to this question? Read the instructions given below and follow these to find the perfect task management method:

Note everything down:

1

First, you have to think of all the things that you want to do.

2

Start noting them down in a sequence that you'll follow to finish these tasks one by one.

Use the 6 box to-do-list:

3

Make 5 boxes and put all the important tasks into them.

4

Make the 6th box and put everything else in it, that is not important and you'll do it at the end.

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5
Now give equal time and effort to all the tasks and get them done on time.

Use ABC 123 planning based on priorities:

6
Make a list and mention the alphabets A, B, and C on them separately.

7
Mention all the important and main tasks in section A.

8
Write down the less important tasks that could be done later in section B.

9
Now, in section C, write those tasks that won't affect your daily routine if they aren't done.

10
After this, start numbering all the tasks in each section according to their priorities, like the most important task in section A will be 1A, and the second one will be 2A, etc.

11
These numbers will show the urgency of the tasks and will help in managing them very well.

Make a Done list:

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- 12 Stop stressing while looking at the number of tasks that are needed to be done and start managing them by making a done list.
- 13 Use agile reporting system for this list.
- 14 Start by writing all the tasks.
- 15 Now, start eliminating these tasks that you have done from the list. This will decrease your stress level and improve your task management.
- Keep your focus:**
- 16 You have to start doing your tasks by keeping your focus on one task at a time. Do not worry about all the other tasks that are left to be done.
- 17 Set deadlines for your tasks; this way, you'll get motivated to complete your tasks at a particular time.
- 18 Last but not the least, start by doing that task which you find boring. After getting it done, you'll easily manage all the other tasks. Choose a method that suits you.

Notes