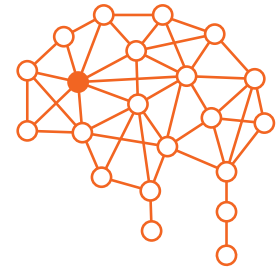


TASK REVIEW

TAKE BACK CONTROL BY RECLAIMING YOUR TIME



TASK REVIEW

TASK	FREQUENCY	TIME	ACTION

List all the tasks that you perform, then state the frequency and the amount of time it takes you to complete each task. Then you need to categorise each task into Action - DO, DELEGATE, OUTSOURCE, DELETE

PROJECT REVIEW

If some of your tasks are project-based then expand them on this page.

PROJECT	DEADLINE	ACTION	RESOURCE

YOUR TO DO TASKS

TASK	FREQUENCY	TIME

Transfer each of your DO to this table noting the frequency and allowed time.

Input the task into your diary with the allowed time and set notifications and alerts. This is the being of batching!

This is about concentrate focus and time so you can get the important tasks done no matter what is thrown at you during the day. This is the beginning of the discipline.

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MINDSET

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