



Post-Training Support

Planning and Tracking Time and Tasks Effectively

Instructions

Review these tips for how to track your time and tasks effectively. Select those you do now and those you should be doing to enhance your organizing skills.

	Do Now	Want to Do
1. Use to-do lists as memory joggers.	<input type="checkbox"/>	<input type="checkbox"/>
2. Record all my plans (business and personal) on one calendar or planner.	<input type="checkbox"/>	<input type="checkbox"/>
3. Look ahead to the rest of my week or month and plan accordingly.	<input type="checkbox"/>	<input type="checkbox"/>
4. Record a meeting's agenda, attendees, location, and what I need to discuss.	<input type="checkbox"/>	<input type="checkbox"/>
5. Pick a date and time for an activity or meeting.	<input type="checkbox"/>	<input type="checkbox"/>
6. Use a tracking grid for many tasks or complex information gathering.	<input type="checkbox"/>	<input type="checkbox"/>
7. List and prioritize all projects.	<input type="checkbox"/>	<input type="checkbox"/>
8. Complete urgent or important tasks first.	<input type="checkbox"/>	<input type="checkbox"/>
9. Block out time on my calendar to work on key tasks.	<input type="checkbox"/>	<input type="checkbox"/>
10. Review priorities daily or weekly and reorganize them as needed.	<input type="checkbox"/>	<input type="checkbox"/>
11. Make sure every meeting has an agenda and a clearly stated purpose.	<input type="checkbox"/>	<input type="checkbox"/>
12. Other	<input type="checkbox"/>	<input type="checkbox"/>
13. Other	<input type="checkbox"/>	<input type="checkbox"/>
14. Other	<input type="checkbox"/>	<input type="checkbox"/>
15. Other	<input type="checkbox"/>	<input type="checkbox"/>