

Problem: Task management

1. Identify a problem you are facing (bad outcome/symptom)

- Scattered task management leading me to feeling overwhelmed and choosing to be lazy and jumping from one task to another never getting any real results.

2. Walk the factory line (find the broken parts of the machine)

- I don't have any task managing systems put into place
- Key tasks unclear
- My plan doesn't get the attention it needs
- Writing in a planner or scheduling on a calendar gets overlooked and ignored/ forgotten about

3. Ask why until you find the root causes. Use outside sources if needed.

- Why? I haven't taken the time to learn how to use a task management system
- Why? I feel like I'm wasting time not doing actual work while learning how a manager system works best
- Why? I haven't made reviewing my plans a first thing priority
- Why? I've convinced myself that I don't need a task manager
- Why? I've never stuck with planning/ scheduling/ task managing for long enough to see the benefits and become convinced of its utility
- Why? I'm ignorant/ arrogant in thinking that I can juggle it all in my head

4. Create or update your strategy and tasks to solve the problem and get your outcomes.

- Make learning and using a task management system the top priority of each day until it is second nature.
- Write it at the top of my goals list each time I write my goals down.
- Extend task management into the next day once I've begun to successfully implement it daily.
- Perform a weekly task managing frame once daily and next day task managing has had 3 full successful days.
- Stretch weekly task managing into 2 week task managing
- Grow from 2 week task managing to 1 month task managing
- 1 month task managing to 2 month task managing
- 2 month to 3 month
- 3 month to 6 month
- 6 month to 1 year