



Basic Task Manager B.T.M

Term 1.0

1) Clearly Define Goal (Procedure)	1.01
• Zoom Out	
• Outline (Bullet Point)	
• Provision Assessment	
2) Organizational Time Management	1.02
• Priority Level (Default to urgent)	
- Prioritize the level of importance of each task	
- Spend more time on the task that is more important than the one that is not as critical	
• Evaluate Calendar	
• Book Available Time	
• Sequential Prioritize Assignments (SPA)	
- Reserve Stack Flow (RSF)	
-Go based off priority	
-Set a certain amount of time that work will be spent on each task (estimated time {duration})	
3) Estimate Time (Duration)	1.03
• Deadlines	
-Working on a deadline ahead of time	
- Spread the work throughout time	
- Finish before the due date to go back over work	
4) Evaluate Resources	1.04
5)Factor in Budget	1.05
6) Seek Counsel	1.06
7) Be Resourceful	1.07
• Creative Design	
• Rough Draft (Prototype)	
8) Simplify	1.08
9) Teamwork	1.09
10) Acknowledgment	1.10