

MAGNET GROUP

Time and Task Management *- Minimum requirements*

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Time and Task Management

1. Plan

- a) Review priorities and individual workload
 - a) Whoever 'shouts loudest' should NOT automatically get priority
 - b) Your team leader can help
- b) Consider what could go wrong (risks) – mitigate early if possible
- c) Timeline – who is your next 'customer', what do they need and when
- d) Be prepared to flex your time to avoid schedule slip

2. Include Contingency

- a) Include contingency upfront – e.g. Start early
- b) Take every opportunity to move forward - Who knows what obstacles you might face next week
- c) The ultimate contingency is flexing your time to keep on schedule

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3. Communicate

- a) With your team mates and team leader and of course other stakeholders
- b) Do it often and Do it regularly
- c) And especially when things change significantly
- d) Don't wait for someone to ask you for an update – keep them informed

4. Work as a team

- a) Consider your team mates' workload and timeline
- b) Flex your time first
- c) Understand your customer's needs before you start a task

5. Involve your team leader

- a) I will delegate full responsibility for the task or tasks to you
- b) I will always be involved and will provide guidance if I see the path or work quality wavering.
- c) If in doubt, ask!

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In SUMMARY

1. Plan / timeline / risks
2. Apply contingency upfront / start early / take opportunities to move forward
3. Communicate often and regularly
4. Team work / Flex your time first / Understand customer's needs