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