



# Task Management Tips

*Fact: Recent research shows we can only remember a maximum of 7 things in our head at any given time.*

1. Capture all tasks in one trusted location = NO to napkins, paper scraps, etc.
2. Start each task with a specific verb = clearly define with words like: Finalize, Call, Email, etc. (Do and finish are verbs that are too general → NOT specific enough.)
3. Group like-tasks together = return all phone calls, email time, etc.
4. Keep the list with you because written gives your memory a break. (This gives you a what's next jumping off point.)

## Other Valuable Resources

- David Allen's **Getting Things Done**
- Steven Covey's **First Things First**
- **Now Method**
- [vicki@organize-utah.com](mailto:vicki@organize-utah.com) to help you figure out which task management method is best for you from her list of 6 main options.