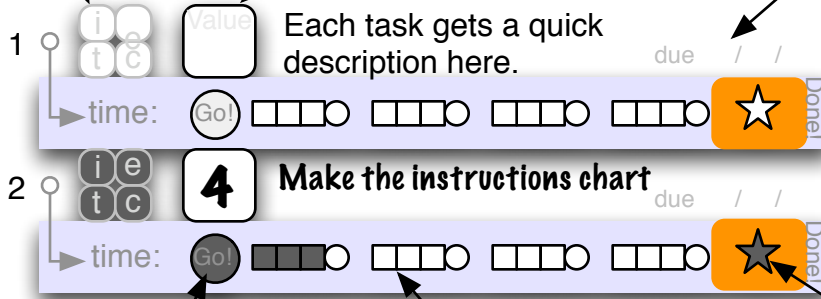


How To Fill In Tasks

These bubbles help you determine how important or easy something is. (See below)

This Box indicates how valuable getting it done is.

Fill in the due date for tasks that need it.



Each task gets a quick description here.

Fill in the "Go" bubble when you start to keep track of what you're working on, even if you haven't filled in any time bubbles. Helps when you're doing many things.

Each box and dot is 15 minutes. If something takes more than 4 hours it can probably be broken down into multiple tasks.

Fill in the star when you're done.

The example task above ("Make the instructions chart") was pretty important, and easy. It took me about 45 minutes and earned me 4 points, but it didn't have a due date.

IETC Bubbles

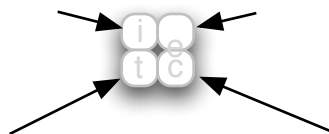
Fill in any bubbles you can answer yes to. Do the tasks with the most bubbles filled in first because they're more important and / or easier. If there's a tie do the one with the most points.

Internally Important?
I.e. is it important to you?

Externally Important?
I.e. is it important to others?

Technically Easy?
Will it be easy to implement?

Creatively Easy?
Will it be easy to figure out?



When you look at your task list the ones with the most filled in are the ones you should do first.

You can half-fill circles too. For example if a task is somewhat important but not critical you could half fill the I or E circles.