

Task Refactoring Catalog

(15 Refactorings)

1. Enable Task
2. Decompose Project
3. Delegate and Await
4. Delegate Task
5. Demote Project to Task
6. Demote to Backlog
7. Demote to Candidate
8. Extract Project from Goal
9. Promote Candidate to Task
10. Promote to Project
11. Pull from Calendar
12. Push to Calendar
13. Rename to Actionable
14. Remove Low-Value Task
15. Split Task

Sample “Task” List

1. Design meeting with Bill (VP) and Cheri (Product Owner)
2. Call Jim (Friend)
3. Jennifer (Colleague) is supposed to check out possible security issue
4. Windows 7 is going EOL in January
5. Spend time with the kids
6. Have Don (Developer) check performance issue in Regional Profit report
7. Cheri (Product Owner) concerned about lack of disaster recovery plan
8. Tableau license is about to run out
9. Determine feasibility of supporting a Salesforce interface
10. Don (Developer) requested a new monitor
11. Region column is not sortable
12. Learn Blazor
13. Watch the Microsoft Build sessions
14. Decide about going to happy hour Friday
15. Add indexes to speed up some slow queries
16. Clean out 30 GBs of error logs on the web server
17. Write a personal mission statement
18. Remove unused tables from database/data clean up
19. Add paging to table to make it manageable
20. Go to a Sprint retro and talk about technical debt that needs to be fixed
21. Fix weird issue in e-mail address handling between FF and IE/Edge
22. Need new icons
23. Write unit tests
24. Pick up the dog at the vet
25. Get the gutters fixed
26. Make a will
27. Check on Mom – Is she taking her meds?
28. Lamp broken in office
29. Fix touchpad on laptop
30. Build Shed
31. EOM report
32. Rework application images to work well in 4K
33. Cheri (Product Owner) wants “Search by Product Category”
34. Clean up text in error messages – make consistent
35. Expense Report for September Trip
36. Help Kevin (Developer) with merge conflicts in his PR (Pull Request)
37. Do my time entry
38. Work on updating API standards guide