

How to write & manage tasks

1. Task name should be specific

For example:

Meeting ☐

Internal meeting on Blueconic estimates ☐

2. Each task to have a description of 2-3 lines explaining what the task involves

3. Each task to have the following information:

- Assignee
- Time estimate
- Time tracked (once task is started)
- Status
- Due date
- Dependencies (e.g. a task cannot be started until another task is completed)
- Non-billable tag (if it applies)

4. Tagging conventions

Add non-billable tag for tasks that will NOT be charged to client.