

Managing spillover tasks

Spillover tasks are those which continue from the previous sprint into the next.

Follow these steps to copy spillover tasks to the next sprint:

1. **Duplicate task** to the new list
2. **Change time estimate** (subtract time tracked in previous sprint) **OR** if task is exceeding original time estimate, add fresh estimate for new sprint
3. **Remove previous time tracked** and start time tracking from 0
4. **Let due date remain the same** (will allow us to see if task is overdue)