Task Management Canvas © ICONDA Solutions 2023, https://iconda.solutions

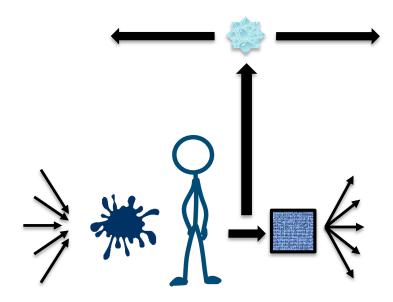


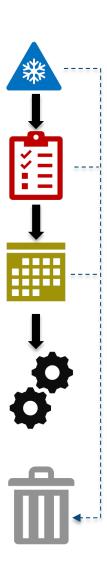














Task Management Canvas

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PROJECTS

SOURCES



Projects



Inboxes



Encounters



Ideas



Others







SCHEDULE

DO/DELEGATE

REJECT









Task Management Canvas

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SOURCES



Projets



Inboxs



Rencontres

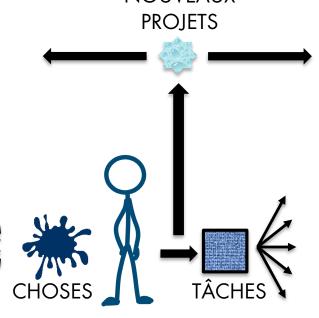


Idées



Autre

NOUVEAUX



EN ATTENTE

SYSTÈMES



PLANIFIER

FAIRE/ FAIRE FAIRE

REJETER







Task Management Canvas

NEW PROJECTS

SOURCES

SYSTEMS

Description + time & frequency



Description + time & frequency





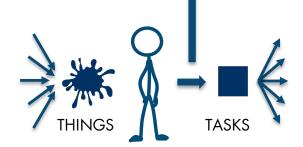
Projects, regular duties, etc.



Inboxes, chat, etc.



Meetings, networks, etc.



HOLD

Repository (for frozen, "not now", projects and tasks)



PRIORITISE

Lists (typically with priorities & categories)



SCHEDULE

Scheduler (diary, calendar, ...)





Own ideas

THINGS == unstructured stuff to do TASKS == doable action items PROJECT == \sum TASKS, with objectives, schedule, etc.

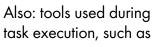
Identify your Sources and Systems
Minimise their number
Adhere to the visit frequency decided for each of them
Expect your Canvas to change with time and experiment

If you feel (more or less) in control, then that's Ok
If you feel overwhelmed, then it's not Ok

If you feel completely in control, something's wrong!

DO/DELEGATE

Tracker (who, status, next steps, ...)



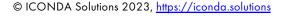
timers



REJECT







Others

Task Management Canvas EXAMPLE

The idea is to brainstorm to yourself and maybe others so that new ideas come up on how to filter and organise tasks







Green Transport 2-3 things/week

Tracker dbase evolution 1-2 things/month (q.big)

Python training 2 hrs/week (until end Aug)

DIY projects

Holiday projects

Email - private 1/day

Email - work All the time (mostly garbage)

SMS WhatsApp LinkedIn msgs 4-5 notifications/day

Filled randomly, consulted rarely

Teams All the time (mostly not urgent or joking around)

Weeklies - team

OneNote

Cycling notebook

Desk postits Voicemails to self

Weeklies - Green Transport

Quarterlies - GreenUp

Misc internals Seem to fill in any empty slots! (8)

Misc externals and visits

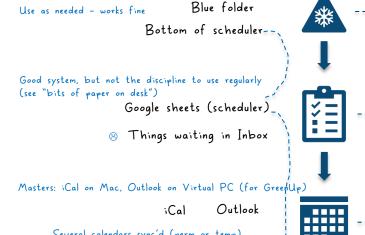
4-6/month, important





- · Visit report actions often lost
- · Keeping things in Inbox is a Bad Idea
- Do not org own ideas well enough
 - · Should gen new projects from them





Several calendars sync'd (perm or temp) others Calendly





Bits of paper on desk @







Stuff on fridge Bits of paper on desk Cold calls Calls - family & friends Q a lot, no real system

Birthdays, other celebs

