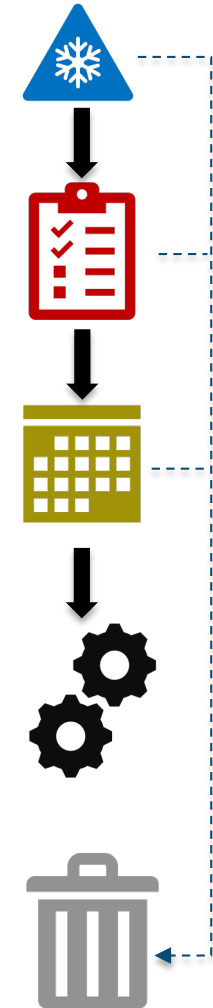
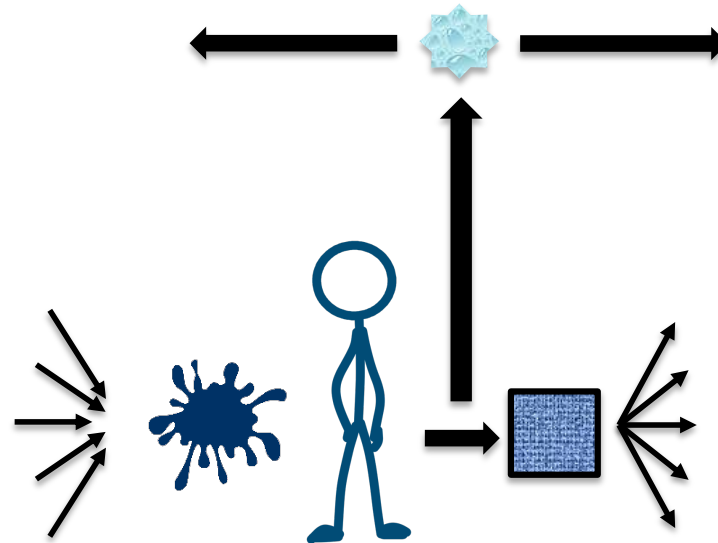
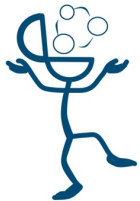


# Task Management Canvas

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## SOURCES



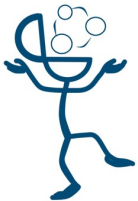
Projects



Inboxes



Encounters

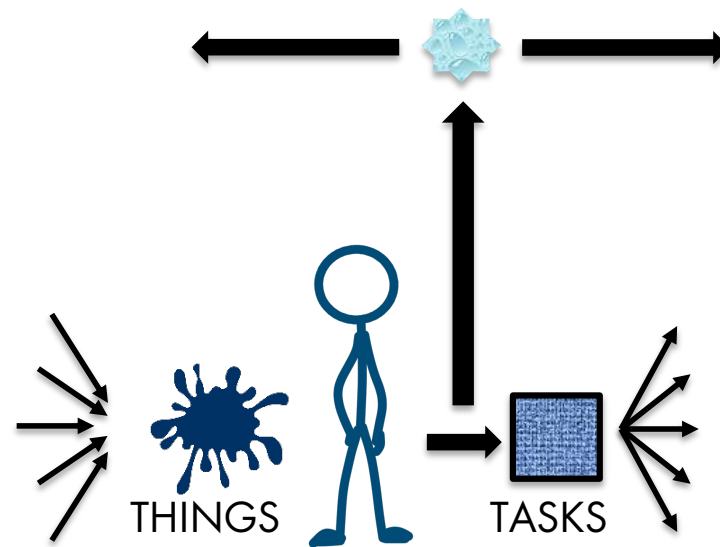


Ideas



Others

NEW  
PROJECTS



## SYSTEMS

HOLD



PRIORITISE



SCHEDULE



DO/DELEGATE



REJECT



# Task Management Canvas

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## SOURCES



Projets



Inboxs



Rencontres

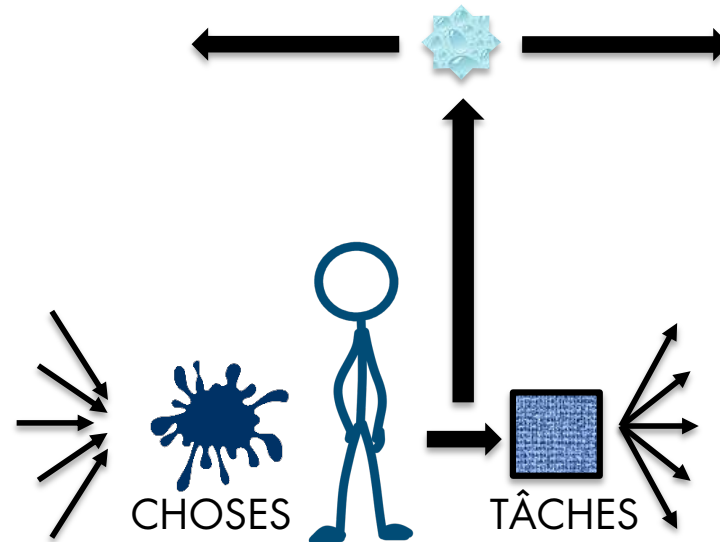


Idées



Autre

## NOUVEAUX PROJETS



## SYSTÈMES

EN ATTENTE



PRIORISER



PLANIFIER



FAIRE/  
FAIRE FAIRE



REJETER



# Task Management Canvas

## SOURCES

Description + time & frequency



Projects, regular duties, etc.



Inboxes, chat, etc.



Meetings, networks, etc.

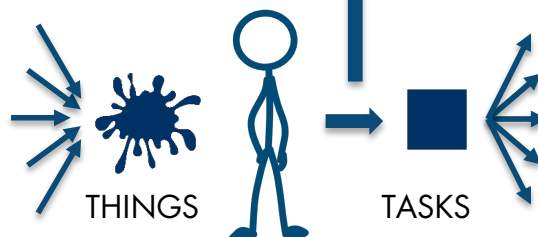


Own ideas



Others

NEW  
PROJECTS



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!

## SYSTEMS

Description + time & frequency



HOLD

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



PRIORITISE

Lists (typically with priorities & categories)



SCHEDULE

Scheduler (diary, calendar, ...)



DO/DELEGATE

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



Also: tools used during task execution, such as timers

REJECT



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# 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

