

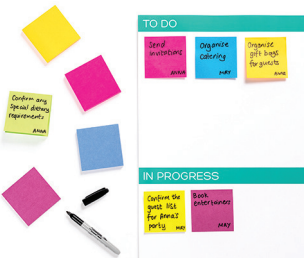
Using your Personal Task Board

Follow these simple instructions to create and manage tasks.



Write your tasks on sticky notes.
Write one task per sticky note.

Tip: If multiple people are responsible for completing tasks on your task board, write the name of the person accountable for the task on the sticky note.



Move each individual task on to the task board.
Place it in the section which represents the current status of this task.

TO DO means you have not started the task.
IN PROGRESS means that you have started working on the task but it is not yet completed.



When the task is completed, move the sticky note to the DONE section.

DONE contains all tasks that are completed.

Celebrate success as you complete each task.



Important Care Instructions

Your task board will help you visually manage all your tasks written on sticky notes.

Never write on your task board.
Do not spray liquids on to your task board.