

Guide To Getting Tasks Done Effectively



Accept Task from the requestor

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Follow the 5 W's

Before you begin a task, ensure that you have all the information necessary to execute it efficiently.

1



Who?

...should execute this task?
...should be included in this task?

2



When?

...is the task due?

*Time – is there a time difference to be considered?
Date – are there weekends, public or religious holidays to consider?*

3



Where?

...will this take place?

For example boardroom, UK, online.

4



What?

...is needed to do this task?

For example budget, resources, data.

5



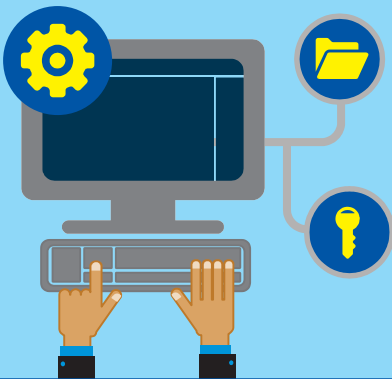
Why?

...Why's the task being requested?

Is the request necessary/your responsibility.

If any of the 5 W's are unclear get clarity from the requestor before continuing.

Begin Task



Initial Research and Planning

- Requirements
- Availability
- Competition
- Quality
- Price
- Resources
- Time
- Risks

If necessary, give feedback to the requestor on the above.

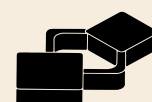
Issue Your Own Tasks

Every person receiving a task should follow the 5 W's.

Complete Task



- Get final feedback from everyone you included in the task.
- Give final feedback to the originator of the task.



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