

TASK MANAGEMENT WORKSHEET

Project:		
Contacts:		
Key Date:	Activity:	Team Members:

The five steps of creating a task management worksheet are ① list the project, ② list the key people involved, ③ list each task required by the group, ④ set key dates, and ⑤ list team member who is responsible for each task. ©2019 Core IQ. All rights reserved.