



Selecting a Task List System

An important part of task management is tracking all the many things you need to do. Depending on your job and the type of tasks you have, you can use any number of methods and systems to track your action items.

It is important to have one master location to track tasks. Having multiple lists and/or scattered bits of paper and Post-it notes, makes it difficult to plan your day and keep on track. Productivity and personal information management software's, such as [Outlook](#), [Lotus Notes](#), [ACT!](#), typically have separate Task or To Do windows in which to track your action items.

Creating and maintaining a master task list is an important part of organizing your day. Having the tasks recorded, along with necessary key information and data connected to the tasks, helps to overcome procrastination and accomplish the task at hand. The key with any task list is having it in a form and view that help you get the tasks done.

I recommend creating master tasks lists electronically. With paper-based task lists it is difficult to sort and organize. You can only view the tasks in the order in which you wrote them and when they came to mind; not necessarily in the order in which you need to do them. In most productivity software, scheduled tasks appear automatically in the Calendar view, either at the beginning of the day or in a separate task list located beside the calendar. Being able to view tasks in a master list view, day view, or by category is a key functionality of electronic tasks lists.

Electronic task tools are also convenient for storing and tracking tasks that span over a period of time. It is far easier to change the due or start date of a task electronically, than it is to erase and rewrite the information numerous times in a paper planner. Workers who have a lot of tasks to track usually find it far more effective tracking it through an electronic tool. *(Please see resource called **Electronic Task List Systems** for specific software recommendations)*

If you do opt for a paper-based system, I recommend using a paper planner system where you can track tasks by date; either by day or week views.