

Project:

Job: _____

Job: _____

Job: _____

Job: _____

1,2,3

Three easy steps - Project Jobs Tasks

1. Select a title for your project
2. Break it into a series of jobs and label each
3. Break each job into a tasks and list under the job heading.
4. As you complete a task - tick it off. Its then easy to see what is remaining.



Karen Nankervis
PO Box 270, Beechworth 3747

(03) 5728 1924 :P
(03) 5728 1904 :F
(0407) 26 1927 :M

contact@mybeechworthsecretary.com.au