

Task Execution Process – Individual Task

The Process	
Set out the deliverables	Know exactly what outcomes you want and when you want them by.
Know why you are doing it	Know where this task or action fits into the overall mission or strategy.
Get buy in from others	Having others on side could help.
Make a start	Set out your broad plan. Invite comment and feedback if appropriate. Think carefully about what you hear (or don't hear).
Resources required	Decide what you need and how you will get it.
Set out the plan	Draw up a detailed plan that describes all the steps, with delivery dates or times attached.
Action	Do it!
Review	Check how you are doing frequently. Creating a daily reminder in your calendar could help.
Adapt and adjust	Make changes as required, but only in the face of new facts.

Dos and Don'ts	
Expect the unexpected	Bad stuff will happen! Don't waste time huffing and puffing- face reality and deal with it.
Work with a sense of urgency	Keep injecting pace. Don't allow the task to degenerate into a country stroll.
Be disciplined and thorough	'Ready, aim, fire', not 'ready, fire, aim'.
Avoid mission 'creep'	Stick with the original brief.
Don't be afraid to adjust the plan in the face of new facts	Changes must be based on new facts, not a lack of commitment or resolve.
Reward yourself	You did it, so give yourself a small treat!

Task Process Template – Individual Task	
The deliverables: -List the desired outcomes -List when you want them by	
Explain where this task fits in and why you are doing it	
Whose buy in do you need?	
Set out the key steps	
Set out what resources are required	
Draw up a detailed step-by-step plan, with dates and timings. Use a spreadsheet, project planner or the other side of this sheet for more space	1 2 3 4 5 6 7 8 9 Etc.
Do it!	
Review progress: Are you on time? How are you doing? Remedial action?	