TASK MANAGER

Name: _____

Date Received: _____ **Deadline: (Date)** _____ **(Time)** _____

Task Description: _____

_____

Required Resources: _____

_____

Loop List: _____ _____ _____

_____ _____ _____

Quality Standards: _____

_____

_____

_____

TIMELINE

Interim Steps	Deadline	Completed

KOHN COMMUNICATIONS

Marketing ■ Management ■ Leadership ■ Team Building ■ Conflict Resolution ■ Public Speaking

www.kohncommunications.com ■ 310.652.1442