



Valued task list / Value-based task overview

for seminar: „Active time management and self-management“ with Uwe Freund

Ranking	Task	Purpose	Regular meeting	Client	Project/line	Prio	Hours per week
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
	Total hours						