



Valued task list / Value-based task overview

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

Ranking	Task	Purpose	Value creation*	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							

