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	Task List	Time	Pty	Done	Del
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## **How to use this Task Sheet**

This Task sheet has been developed after many years of organising myself and my clients. I have also spent a lot of time reading about business development and time management. I have therefore taken a number of ideas from books, seminars and lectures I have attended to create this sheet. I hope you find it useful.

The idea of this Task List is to write down all the tasks you have to complete in a certain period of time. You need to schedule the amount of time you are going to allocate to each task and their priority. Once you have completed your task strike through the task or tick the done box. There are some occasions that you will decide that a task will no longer be required so use the Del box.

I use this task list in conjunction with the myPA Diary Sheet. Please see below for an example of how to use this task sheet for the month of November.

	Task List	Time	Pty	Done	Del
1	<a href="http://www.virtualassistantuk.ning.com">www.virtualassistantuk.ning.com</a> – advertise this and get more members	20 hours	2		
2	Time Management Manual to be put on the website	6 hours	4		
3	myPA Book number 2 (Create the outline and chapters)	60 hours	3		
4	Finalise the VA course	10 hours	5		
5	myPA accounts to accountant for year end	2 hours	1		