INFORMATION TRANSFER FORM© (I.T.F.)

Mike Scott and Associates

(M) Must Do - has a date that is the ONLY date it can be done-has no flexibility. (N) Need to Do - has a date that can change and is flexible. The date is for planning purposes only. (W) Want to Do - has no date on it and no consequences if not completed.

This form is used for one day only

List every task and/or project that comes to mind whether to be done now or later, to be done by you or delegated, important or not important, urgent, not urgent. Start with a verb. Never lose a thought. "Thoughts become things" Albert Einstein

Download this form @ www.TotallyAccountable.com Bring a copy of this form to all meetings and keep one on your desk for random thoughts - to go into your electronic Master Task List

B/P	P?	D	TASKS / PROJECTS / THOUGHTS / IDEAS / REQUESTS / DELEGATIONS (with deadline date)	DUE DATE / TIME	PLANNED ACTION DAY/DATE	DELEGATED TO WHOM