

Task Creation is Non-Negotiable

Tasks are the engine of our workflow.

1. Create a task for every communication or data point.
2. Set a due date and assignee (PM, Operations Coordinator, or yourself).
3. When you follow up, *reschedule* the task to the next check date.
4. Close tasks only when the work is complete in COREPP.

**IF YOU
READ IT,
MAKE A
TASK**