What is a Master Task List?

Tue, 08/10/2010 - 14:44 — Chris
From a user: "I do not understand what a Master Task List is, or how to use it?"

Answer:

A Master Task List, is a listing of tasks that have no due date. It's useful in capturing tasks that are associated with a project but may not have a date by which their needed. I capture new feature requests and bug reports as 'Master Tasks' in my Organizer for Outlook project until I'm ready to schedule them for release.

This is a nod toward Franklin-Covey's methods of putting First Things First. Stephen Covey's Seven Habits of Highly Effective People and First Things First books are good references for their method. We've tried to combine the best and most useful thinking in the literature, add our own bit of wisdom and created the add-in to accommodate and reinforce our method.

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