



## Know what to do

It is hard to stay in control, if you are unsure about what to do. Deciding the many things you need to do and remembering them plus keeping track of what other people are doing is not easy.

Making lists is the usual way to try to remember what to do and to decide how to make the best use of your time.

However manually creating and keeping lists up-to-date is extremely difficult.

## To Do's from many sources

To Do lists are difficult to create and maintain, because

ToDo's come from many sources:

- Things we decide to do;
- Things other people want us to do;
- Things agreed in conversations;
- Things decided in meetings;
- Things from plans; and
- Things we have been directed to do.

Unfortunately all these things can change as the situation and people involved changes. So when we decide what we need to do, it is hard to know that our list of To Do's is complete and up-to-date.

## Why are manual To Do lists ineffective?

Manual To Do lists (even when electronic) rarely deliver because:

- **Updating time and effort** – few people are prepared to consistently invest the time, effort, and discipline required to keep lists current.
- **Many sources** – To Do's come from many sources, so you need to keep identifying To Do's and manually adding them to your list.
- **Dependence on other people** – When you are interacting with other people what they do affects what you need to do.
- **Situations and Priorities Change** – To Do's often need to be modified and priorities changed to accommodate changing situations.
- **Complexity from many To Do's** – Each To Do is usually very simple, but handling even a small number of To Do's gets complex fast.
- **Physical separation of team members** – when team members are not collocated keeping To Do lists synchronized is made even more difficult.
- **To Do lists are not linked to plans** – so changes in plans need to be manually carried across to To Do lists and vice versa.
- **Tracking Tasks and Organizations** – keeping track of the task and organization context for each To Do is extremely difficult.

## The Challenge

The challenge is to automate To Do lists between many people and plans, so entries made in one person's To Do list automatically flow to relevant people's To Do lists and keep everyone informed about:

- what they are accountable for,
- how their work interacts with other people, and
- how they are performing in as close to real-time as possible.

Most tools (such as project management) focus on completing tasks, not on responsibilities and accountability for the ToDo's to complete tasks. For success, a method needs to dynamically integrate people with tasks and ToDo's, and provide real-time feedback.

## The *TASKey WorkNav* Method

*TASKey WorkNav* software provides a practical method to achieve accountability at all levels in an organisation or across many organisations. Task live plan ToDo's workflows show the Task Live plan will be done and progress

*WorkNav* provides a simple dynamic means to input responsibility and accountability for each task and ToDo. *WorkNav* keeps tasks coordinated and provides real-time relevant feedback to managers and team members.

The key is that *WorkNav* automatically displays the work each individual is accountable for. This encourages a switch in focus from Urgent to Important high value adding work.

Unlike other software, *WorkNav* employs a patented method to integrate the task, ToDo and people aspects of work. Its ability to synchronize virtual teams in different rooms or around the world is unique.

## Benefits

Key benefits are:

- Automated ToDo management, so managers have more time for real work.
- Greater productivity through improved accountability.
- Less stress on managers and team members because accountability is clear.
- Increased ROI from improved synchronization keeping work flowing and reducing rework.
- Tracking, accountability and audit trails are integrated into the work being done.
- Better resourcing because individuals receive a consolidated list of what they need to do.

## Get Started at [www.worknav.com](http://www.worknav.com)

A Free Basic version is available; so stakeholders can work together and navigate their best path through their work.

Visit: [www.worknav.com](http://www.worknav.com) or App Stores