

# PROFIT FIRST TASK MANAGEMENT SYSTEM

DOING NOW			TYPE		TO DO			COMMIT
WHO	TASK/REQUEST	DUE						
DOING NOW	A task you are currently working on							
TYPE	Categorize tasks: \$ – revenue within 60 days ☺ – for a client ∞ – a system “ ” – blank							
TO DO	Short explanation of activity							
COMMIT	Promise date (if applicable)							
WHO	Person assigned task							
TASK/REQUEST	Short explanation of task with date of request							
DUE	When it will be complete							