

1.2 Preparing a Task List

Preparing an effective and accurate task list will save you time when it comes to writing procedures. Making an outline of all the tasks related to your job will serve as the foundation for your final product.

As you list your tasks, always think about the Chief Objective of the Position, which can be found in your **Employee Work Profile** (EWP). Each objective will differ depending on your department.

A task list is a descriptive model of everything your job entails. It will allow you to compile all tasks and duties into outline form. This outline will serve as your task list.

The main audience for this list is you. It will serve as an important planning tool as you begin to write procedures. To begin writing your task list, think about each responsibility you are expected to fulfill on a daily basis and the characteristics each task entails (see Table 1).

Table 1. Characteristics of a Task

- Independent of other tasks
- Short duration (usually under 12 steps)
- Goal-oriented
- Has starting and ending points
- Made up of steps
- Apply to a general user

To begin compiling your task list, consider following the steps below:

1. Access your EWP to begin gathering tasks
2. Spend a day observing yourself and routine tasks you complete on a daily basis
3. Discuss with a supervisor or coworkers to gain outside perspective of missing tasks
4. Name each task that will makeup your task list
5. Determine the right level of detail
6. Categorize tasks into logical order

Below is an example of a task list developed from an EWP for an administrative assistant for JMU Judicial Affairs.

- I. Provides primary customer service for the office
- II. Assists in managing the office
- III. Coordinates the off-campus adjudication
- IV. Coordinates the parental notification process
- V. Coordinates all personnel and payroll paper

Obviously, the above task list is not complete; however, the five tasks listed provide you with example of job responsibilities that can be included in a task list.