





PRIORITY MANAGEMENT CONVERSION

FUNCTION 1: ASSEMBLY

The collection of all information related to your day-to-day activities: Post-It Notes, planners, messages, CPM/Gantt charts, schedules, notes, digital forms, e-mails, plans, idea lists, due from others, etc.



FUNCTION 2: INSERTION

Assembled activities and responsibilities are recorded on calendar pages and daily planning pages in the new prioritymanagement system



FUNCTION 3: FILING & DISCARDING

After the activity is scheduled, the related items are either filed (digitally, manually) or discarded.



