

Urgent
+ important

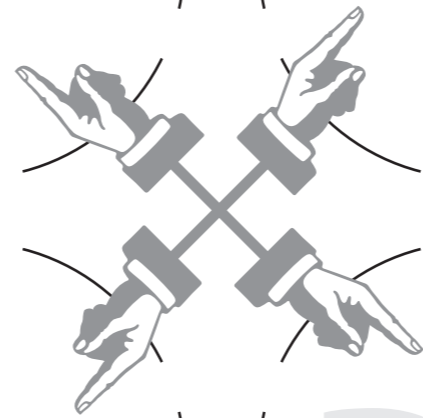
Crises

Do first

Not Urgent
+ important

Goals

Do next



Delegate

Do later

Distractions

Don't do

Urgent
+ not important

Not urgent
+ not important

DESIGN A LOGO/CHOOSE LOGO (LOGOPOND.COM)

CHANGE BACKGROUND IMAGE CHANGE THEME COLOURS (USING CSS)

CREATE INFO PAGE CREATE CLIENT LOGIN, (SEND EMAIL TO CONFIRM)

CREATE CONTACT FORM CREATE IMAGE GALLERY (USING FLICKR PLUGIN)

INSTALL GOOGLE ANALYTICS SCRIPTS

INVOICE CLIENT AGREE WORK TIMES

TRACK WORK PROGRESS SIGN CONTRACT

SET UP SPREADSHEET CREATE CONTRACT

CREATE A QUOTE FOR CLIENT AGREE DEADLINE

ARRANGE MEETING WITH CLIENT ADD MEETINGS TO DIARY

INSTALL WORDPRESS INSTALL/CHOOSE THEME

GET DOMAIN NAME (WEB ADDRESS)

FIND SPACE ONLINE (WEBSpace/SERVER)

CREATE CONTENT FOR PAGES EDIT THEME

INSTALL 'COOKIE NOTICE' PLUGIN

CREATE CATEGORIES FOR POSTS

RESEARCH WEB DESIGN ("W3.ORG")

RESEARCH "SEO"

TEST WEBSITE FIX WEBSITE BUGS

FOCUS GROUP MARKET RESEARCH

JOB LIST FOR: _____

1

NAME _____

2

3

4

5

6
