Tasks Collection Template



Objective:				
What tasks are needed to achieve the selected objective? Silently, write down tasks for each category using post-its and collect them in this sheet. Use one post-it per task and start each task with a verb.				
1. Tasks I'd rather do on my own What tasks could the persona do without assistance from the super-specialist? (write 3 -4 tasks)	2. Tasks I'd like to do with the super-specialist's support What tasks could the super-specialist support to achieve more effective and faster results? (write 3 -4 tasks)		3. Tasks I'd like to delegate to the super-specialist What tasks could be delegated to the super-specialist with minimal intervention required from the persona? (write 3 -4 tasks)	
Place your post-its here	Place your post-its here		Place your post-its here	
Example: Escalating high-priority cases to the right department.	Example: Generating options for travel itinerary adjustments or alternatives during disruption		Example: Generating and sending confirmation e-mails for resolved inquiries.	
Are you leveraging enough of the Special Qualities? Check the corresponding card for more information on each quality				
	Autonomous Problem Solving	Rational Decision-Making	Transparent Reasoning	Multimodal Interactivity
	Integrated Awareness	Hyper-Efficient Execution	Flawless Memory	Adaptive Intelligence