**Task Tracker Example**

*This is an example of a task tracker shell. For me, this document lived on Evernote; I’d update it iteratively during meetings and various other engagements. Having this document online allowed me to update it from a variety of devices (iPhone, iPad, work computer), which was always helpful. I’d copy and paste the document to an HTML email twice weekly and distribute.*

**Updates to Brigade Commander**

* *The purpose of this section was to prioritize the information that I needed to get to my boss*
* *I could easily pull the tracker up on my iPhone and effectively use precious time with my commander*

**Task from the Brigade Commander**

* *Perhaps the most important section on the tracker*
* *This is where I captured tasks that the commander assigned to me*
* *This section allowed me to emphasize what the boss asked me to do and maintain oversight of each task’s status*

**OPSYNC TOPICS**

* *The Operations Sync, or OPSYC, was my weekly update with the Battalion S3s and Operations Sergeants Major*
* *This section allowed me to prioritize the information I’d provide during the forum*

**G3/S3 SYNC**

* *The G3/S3 sync was a bi-weekly forum hosted by the Division G3*
* *I’d use this section to capture key feedback for the G3*

**CLOSE OUT EMAIL**

* *Another system I used was a weekly email to the staff and subordinate units*
* *I’d use this section to capture key highlights*

**STAFF SYNC**

* *The XO and I hosted a bi-weekly staff section*
* *This is where I’d capture key notes for the Brigade staff*

**TASKS** *Finally, the section you’ve been waiting for – the actual list of tasks to my subordinate staff*

**S3 CUOPS**

**S3 FUOPS**

**S3 TRAINING**

**KM**

**IO**

**PAO**

**FSO**

**EW**

**AVN**

**EN**

**PMO**

**SIMOPS**

**MEDOPS**

**CHEMO**