Example Tasking Tool

Tasking Tool

What's your name?

List all of your direct reports who you regularly assign work to. Please provide their first and last names.

Direct report name

Direct report name

Direct report name

Tasking Tool

Fill out this page with types of work/assignments that fall under the categories provided below.

Feel free to label each opportunity in a way that makes sense to you. The objective is to make sure you are placing the task in the right category, not to explain it to an outside party.

Core Technical Products — roles that provide the opportunities to develop deep technical expertise. (Examples: novel analyses, tool development, research):

Opportunity/ task

Opportunity/ task

Opportunity/ task

Technical Leadership — leadership and mentoring opportunities. (Examples:

Tasking Tool

Please match up your direct reports with the opportunities they have worked on during the past month by checking the corresponding boxes.

Core Technical Products

	Rachel	Asma	Joan	Raafiya
Novel analyses	☐	☐	☐	☐
Tool development	☐	☐	☐	☐
Research	☐	☐	☐	☐