WESTERN SYDNEY UNIVERSITY

Library

Assigning tasks

As a group, list all the jobs that need to be done, and estimate the time for each job. Make sure you break bigger tasks down into smaller, manageable ones. Then decide who will do which task.

What needs doing?	How long will it take?	Who will do it?

© Western Sydney University 2016-2021, unless stated otherwise.
Study Smart Website & PDF Guides by Library Academic Literacies Team 2016-2021 (see below) is licensed under CC BY 4.0

Kim Heckenberg (Manager)
Linda Parker (Manager)
Tahlia Birnbaum
Tae McKnight
Beverley Miles
Sara Perley
Katrina Trewin
Claire Urbach
Anna Wallace
Fiona Webber
Lisa Worthington