Task Management Challenge

3) listen and fill the blanks with the words you hear

We were thinking about **1)** _____ but **2)** _____ we are looking at **3)** _____ in the city - not **4)** _____ becuase that would be **5)** _____ to calculate or that's not a product **6)** _____ . So, a **7)** _____ in which you can talk about this **8)** _____ , talk about its **9)** _____ , talk about its goals, talk about **10)** _____ , would be a Google Doc. […] A **11)** _____ is a place where you can track, **12)** _____ relevant **13)** _____ , set the **14)** _____ of a given task. You can see that a ticket is now ready to be **15)** _____ by an **16)** _____ , that's **17)** _____ when it's going to come to you. When you are **18)** _____ to work on the ticket you **19)** _____ it as a "started" and then you start actually **20)** _____ about let's say the **21)** _____ or any kind of **22)** _____ that you need to do for this. Eventually, the ticket will be marked as **23)** _____ ; before that you might have certain **24)** _____ like I'm **25)** _____ the ticket, I'm getting the ticket **26)** _____ . […] It's a state **27)** _____ or lifecycle **28)** _____ , that's what **29)** _____ provides you.

LIVEWORKSHEETS