



IT Manager Priorities List

Are you frequently overwhelmed by the sheer number of IT tasks you need to accomplish at some point?

Have you written down all of these tasks but have them scattered around on sticky notes and notepads with little rhyme or reason?

Or perhaps you have all these IT projects written down, but you don't know where the best place is to start?

Regardless of which description fits your current IT manager reality, this list will help you organize these tasks and complete them in an order that makes sense for *your* business.

In this document, you can sort your to-do items into high, medium, and low priority. Under each priority, you'll find prompts to help you identify what belongs in that category.

You'll also have room to list out the name of the project, the estimated cost, a deadline, and any relevant notes.

Don't feel pressured to fill out every section. Instead, write out what information you have and focus on finding the best order to get to each task.

And if you still need help, we're here for you. [Follow this link to schedule a 30-minute, no pressure consultation with us.](#)



High Priority Items

- *A failure of what systems would halt production or operations?*
- *What areas of the IT environment do I need to protect most against a cyberattack?*

Task	Deadline	Budget
Notes		
Task	Deadline	Budget
Notes		
Task	Deadline	Budget
Notes		
Task	Deadline	Budget
Notes		
Task	Deadline	Budget
Notes		
Task	Deadline	Budget
Notes		



High Priority Items Continued

Task	Deadline	Budget
Notes		
Task	Deadline	Budget
Notes		
Task	Deadline	Budget
Notes		
Task	Deadline	Budget
Notes		
Task	Deadline	Budget
Notes		
Task	Deadline	Budget
Notes		



Medium Priority Items

- *What failures would impede the company's productivity?*
- *What problems do you foresee becoming a significant issue?*
- *What issues do you have that could soon pose a security threat?*

Task	Deadline	Budget
Notes		
Task	Deadline	Budget
Notes		
Task	Deadline	Budget
Notes		
Task	Deadline	Budget
Notes		
Task	Deadline	Budget
Notes		
Task	Deadline	Budget
Notes		



Medium Priority Items Continued

Task	Deadline	Budget
Notes		
Task	Deadline	Budget
Notes		
Task	Deadline	Budget
Notes		
Task	Deadline	Budget
Notes		
Task	Deadline	Budget
Notes		
Task	Deadline	Budget
Notes		



Low Priority Items

- *What IT improvements would make your users more productive?*
- *What security improvements would help you refine your IT environment?*

Task	Deadline	Budget
Notes		
Task	Deadline	Budget
Notes		
Task	Deadline	Budget
Notes		
Task	Deadline	Budget
Notes		
Task	Deadline	Budget
Notes		
Task	Deadline	Budget
Notes		



Low Priority Items Continued

Task	Deadline	Budget
Notes		
Task	Deadline	Budget
Notes		
Task	Deadline	Budget
Notes		
Task	Deadline	Budget
Notes		
Task	Deadline	Budget
Notes		
Task	Deadline	Budget
Notes		