

Using bullet points in your task list is best, especially if you post in order of priority. The programmers are then clear on what the tasks are, and can tackle them one by one. They will post back as each bulleted task is complete. Most people post at the end of their day, so when they come into work the next morning, they already have a list of completed tasks and what is still pending. Of course you need to take consideration that although some task can be done rather quickly, or in just an hour or so, many can actually take days, depending on the complexity of the task.