



FIELD GUIDE

**COORDINATING TASKS AND
COMMUNICATION**

TANTA GLOBAL ASSIST

WHAT THIS FIELD GUIDE IS FOR

Tools should reduce friction, not create it.

This practice focuses on coordination and transparency, not software expertise.

Why This Practice Matters in Client Work

Clients care about:

- Knowing what's happening
- Knowing what's next
- Knowing who owns what

Tools make that visible.

Core Principles

- Fewer tools, used well
- Transparency builds trust
- Systems should be client-readable
- Communication should reduce uncertainty

Common Failure Patterns

- Too many tools
- Unclear communication channels
- Tasks living in messages
- No single source of truth

Practical Approaches That Actually Work

- One task system
- One primary communication channel
- Clear update cadence
- Consistent task naming

What This Practice Helps You Do

This practice helps you coordinate work clearly and prevent miscommunication before it becomes a problem.



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