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Contact us at info@linkmanagementgroup.com

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Managing Projects

Article contributed by Andy Low

Many Chief Executives continually scramble to meet deadlines on projects and personal commitments. Why? Because they are failing to plan the appropriate time to work on the project and deliver a strong result.

There are additional demands on the time available due to the daily pressures: e.g. fire-fighting issues, that HR discussion that needs to be done or the meeting with the ad agency you have to attend. These also ensure that in many cases the project is hurried and probably not as well done, as it should be.

It is not good enough to assume that the time will appear magically or that you will be capable of working the overtime necessary to complete the project. Apart from the fact that you will be stressed and tired and will therefore not do your best work, why reduce the time available for your family by working unnecessary overtime hours?

What is the solution? PPT - Personal & Project Time

This is very simple. Just plan say 30 minutes to 2 hours per day totalling no more than 10 hours per week in your diary, which is set aside for such work. This time is sacrosanct and must not be interrupted. So don't take the phone call or have an ad hoc meeting. Close the door, divert your calls and be disciplined!

1. Put the time in the diary and stick to it
2. Plan which tasks are going to be done when
3. Close the door, block phone calls, 'do not disturb' on the door
4. Check that any urgent issues have been dealt with prior to doing this. Delegate the actions if possible to someone else.
5. Make sure your staff are aware of this PPT
6. Complete your project

Welcome to your new organised world!