

"Coaching is the most powerful force for change on the planet"
- Christian Mickelsen

**TIME MANGEMENT
FOR
SPECIAL PROJECTS**

***Are you ready to
MAKE THE MOST OUT OF YOUR LIFE ?***

Your personal transformation begins when
you recognize patterns in life that are not serving you



Please share this e-book to promote
"Green" methodologies. If you are
thinking of printing this document
out, please reconsider.

Time Management for Special Projects

Part III of III

Presented by GreenMountain Enrichment and Empowerment Center



Imagine having all the time you need to do every task you need to get done. Do you have enough time to play, and relax?

This e-book offers real information that you can begin using today. The goal of this e-book is to teach you some tricks, tips and strategies to help you stay on track and get all of your tasks completed. You will then have more time to rest, relax and have some fun. This book will be divided into three parts, covering various aspects of time management for special projects for your easy reading and understanding.

This e-book is real information that you can begin using today. The goal of this e-book is to teach you some tricks, tips, and strategies, to help you stay on track and get all of your tasks completed. You will have time to rest, relax and have some fun. This book will be divided into three parts of time management for your easy reading and understanding.



As you read this information, completely focus on these concepts. If you find your mind wandering, relax and bring your attention back to these concepts.

In Parts I and II of this e-book, I related my experience as a project manager with the surveying department at the Port of Oakland, California. Early in that project, I attended a seminar entitled, "HOW TO GET EVERYTHING DONE and Still Have a Life!" What I learned at the seminar was invaluable to my team and me. I have taken many such seminars along the way and developed experience and expertise in time management for projects. The first four time management tools are included in Part I and the second four tools are covered in Part II. In order to understand the concepts fully, please read these first. Now we will cover the final four tools, as follows.

- 9- Be an effective leader.
- 10- Create course corrections as necessary.
- 11- Use progress reports.
- 12- Maintain your focus.

Tool #9



Being an effective leader is primarily a matter of the style a manager uses. According to experts, a manager is not so much someone who leads people, in the sense of controlling their every move; instead, a manager manages chaos, providing an environment that supports their people so they can do their jobs well.

A leader takes his or her responsibility seriously and is able to laugh and grow along with the team.

What does this look like? A leader gives their people structure, yet instills the free will so they complete their tasks the best they can. A leader sets the stage for the team through example and positive influence. A leader is immaculate with their word.

A leader takes his or her responsibility seriously and is able to laugh and grow along with the team. When someone brings a complaint to you about something you have done, listen, watch, learn and take action to correct the issue. Lastly, when you are wrong, admit it quickly, make your observation, share it, create a verbal agreement to correct your mistake and move on. Wasting time focused on what is wrong is never productive. What is productive is correcting the error and moving on.

It is important to have quality control built into your plans and goals.

Tool #10

In managing any project, it is inevitable that errors will be made. It is important to have quality control built into your plans and goals. The ability to make course corrections is a great time management tool, because it allows you to stay focused on the end result. If you have missed a benchmark, or you are moving down the wrong path because of a miscommunication or poor information, do not retrace your steps in the moment and try to figure out what went wrong.

Instead, keep your focus on the end result and visualize where you need to go. You will have time to analyze the errors during the debriefing event after the project is completed. The debriefing is also a valuable time saver, as we will discuss in step 12. When creating a course correction, know your direction, navigational tools and the lay of the land, so you can easily and effortlessly get to your destination.

Empower your team members to feel good about their participation and to know their contribution and expertise are valued.

Tool #11

Keep a record of your team's progress. Include any great achievements and benchmarks made or missed. Note errors, but use as little emphasis as possible and very few words. Include in your record all course corrections and solutions to issues you came up with. As a leader, emphasize the positive.

Get your team's support by creating an agreement about the progress report before it is published. You can do this by having a meeting to review the progress report before submitting it to your superiors. Enroll your team's feedback about how the project went, then listen and let them find the solutions to questions that arise. Keep your team on track by asking questions to help guide them. Empower your team members to feel good about their participation and to know their contribution and expertise are valued.

In this way, you will save time by creating satisfaction in the team's desire to help and support the project. Be careful to add valuable information, so your team does not feel they are doing all the work for you. This is a tricky balance, but with practice you will find the right formula.

Tool #12



The final tool in managing a project successfully is the debriefing. After the goal is completed, show your appreciation to your team with a prepared luncheon or brown bag lunch meeting (depending on your budget). Take the time to talk first about what went wrong. Allow your team members to vent and express what is true for them. Take clear notes, to help you analyze the feedback prior to your next big project. This gives you information about what needs to be addressed before your next kickoff meeting.



After every team member has had the chance to express his or her thoughts, hand out achievement certificates, gift cards or handwritten notes acknowledging each participant's skill and expertise. Tell each member of the team how they added to the success of the project, be authentic. Sometimes that means you have to really stretch to find positive feedback for certain people. It may be easier to find areas where you would like to see improvement for a team member.

It's important to show real appreciation for the times when your team member met your expectations and to let them know why it was important to you. For example, I had one team member who was late to meetings by 3–8 minutes 6 out of 7 times. By accentuating the positive – that is, by being non-condescending and authentically finding things to praise about this person, for the next project he was on time to every meeting.

Even better, after I discussed this technique with him, he was able to use it in his life. I later discovered that he used it with his teen-age daughter and saw great improvement in her behavior. So give real tools to your team, not just for the duration of the project but also to improve their life experience.

The debriefing is an important time management tool, because it lets you learn what is effective and what is not. You also create valuable cooperation with each team member. Cooperation creates efficiency in future projects. You create a reputation for being fair and honest. Trust is a valuable time saver, but it needs to be earned and nurtured through your authentic concern for your team. In short, being a great leader is a very effective tool for managing your time.

End of Time Management for Special Projects: Part III of III



By Karen Monteverdi, the GO-TO-COACH, and brought to you by GreenMountain Enrichment and Empowerment Center

Sharing Rights

You have the right to give this e-book away,

You do not have the right to sell this e-book or change the content in any way. Any and all quotes shall give credit to the author.

Notice of Copyright

All rights reserved. No part of this e-book may be reproduced, copied, or altered in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission of the publisher.