

# DYNAMIC LEADER

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## Manage Multiple Projects Priorities & Deadlines

For many of us professional success depends on the degree of skill to manage multiple projects, priorities and deadlines, to get the right things done on time and with the desired outcome. However, too often these important tasks conflict with each other and compete equally for time. In addition, routine daily work must go on, phone calls, meetings, emails, etc.

In today's fast-paced, skill based world, it's not uncommon to see individuals juggling as many as 15 – 20 priorities simultaneously, with all types of complexities, durations, and sizes. Many individuals handling multiple projects, priorities and deadlines are simply overloaded and frustrated. So how successful are you when you are faced with this juggling act? For starters, success in managing multiple projects, priorities and deadlines requires that you develop key strategies:

- **Start your day with a plan**
- **Use a To-do list**
- **Get organized, don't obsess about it**
- **Set limits on people who waste your time**
- **Do one thing at a time**

**Gain more control over your  
time, tasks and priorities than  
you ever thought possible!**

□ **Start your day with a plan:** Most successful people have one thing in common: A plan for where they want to go. People who spend 15 minutes planning their workday can free up as much as an hour of bonus time each day. Planning takes time at the beginning. But it will help you utilize your time more effectively in the end.

□ **Use a To-do list:** When we have too much to do and feel completely overwhelmed, a to-do list can instantly put you back in the drivers seat. Developing the practice of keeping a to-do lists will often be a mayor leap forward for people striving to get control of their time. To-do lists can:

- **Keep you feeling in control**
- **Guide your decision making**
- **Helps you prioritize**
- **Motivates you**
- **Reduces stress**

□ **Get organized:** When you are organized, you have more time to focus on priorities. However, it is possible to obsess to much over being clean and tidy. (i.e. lining up your pens according to color, dusting the top of your desk several times a day, overreacting when things aren't organized according to your standards. You only set yourself up for frustration and stress.





## Politics, Influence, and Power in Project Management

A One or Two Day Seminar

**Ignoring the external and internal politics surrounding your project can be hazardous to your project's health. Successful project managers understand the important of managing stakeholders through leadership and influence. This course will help you analyze the potential context in your organization and convert your adversaries and opponents into your allies. The techniques and reminders covered in this highly interactive and engaging workshop will give you many practical tips and tools that you can immediately use to understand and manage politics in your organization and with your team. You will evaluate, improve and define your project management and leadership skills and learn practical strategies to increase your total power.**

- Recognize the importance of human factors in project management.
- Understand the importance and dynamics of power and politics.
- Identify seven sources of power and evaluate strategies to increase your power.
- Identify political behavior and analyze the political context.
- Convert adversaries and opponents into your allies.
- Manage power and politics at the project level and at the upper management level.

As managers and leaders we sometimes neglect our own personal needs. It's important to keep in perspective your personal goals. Focus on your career goals, not just the goals of the organization. Invest time with your family and maintain meaningful relationships with all members. Focus on your mental health. Also maintain a healthy regimen of diet, exercise and sufficient rest. Lastly, give attention to your spiritual self. Keep in mind the kind of person you want to be and the values you will demonstrate. Give back to others some of the rewards and blessings of life that have been given to you.

***Dare mighty things, even though checkered with failure, rather than to rank with those grey souls that know neither victory or defeat***

Theodore Roosevelt

**❑Set limits on people who waste your time:** It is difficult to be a good time manager and, at the same time, deal with friends and coworkers in need or people who just ramble. You don't have to allow certain people co-workers, friends, family or strangers to waste your time and drain your energy. You may be reluctant to draw the line because you fear it may hurt your relationship. However, the truth is, most people will respect you for it.

**❑Do one thing at a time:** Are you giving directions to a colleague, responding to e-mails, answering the phone, and updating your calendar at the same time? Multi-tasking seems like it should make you more productive. But it doesn't. According to research, doing several tasks simultaneously actually makes you less productive and effective at all of them. Time management is not just about getting things done. It is also about achieving a level of quality. To do that, you need to slow down and focus on doing one thing at a time.