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- ✓ Project Management
- ✓ Time Management
- ✓ The To Do List



**Project Management as a Solution to Procrastination**

- ✓ Deciding what to do
- ✓ Knowing how to do it
- ✓ Juggling competing possibilities for action




**Project Management as a Solution for Prioritization**

- ✓ Apply your values!
- ✓ Keep the Big Picture in mind
- ✓ You're allowed to change your mind



**Solution to the To Do List**

- ✓ Laundry List vs. Priority
- ✓ Urgency vs. Importance
- ✓ Overwhelming vs. Motivating



### Two kinds of Projects

1. One time Project
2. On-going, recurring and lifestyle Project



### Key to Sustainable Success

- ✓ Everything is a project
- ✓ Balance one-time projects and recurring/ongoing projects




## Design Your System!




### Time Management Piece

1. Identify your primary categories
2. Set your big picture goals for each category
3. Create a Time Map



### Project Management Piece

1. Create your Performance Results Descriptions (PRD)
2. Apply your PRD to your Time Map and To Do list



### Performance Results Description

Top 3 Month Objectives for: [YOUR NAME]

From (start date) to (end date)


KEY RESULT AREA: [CATEGORY]

The result of \_\_\_\_\_ (My goal) \_\_\_\_\_ will be successfully achieved when I have:




### Step One – Set Your Goal

- ✓ The outcome or end result
- ✓ A having or being
- ✓ Specific, measurable
- ✓ Realizable in the time frame
- ✓ Inspiring and visionary
- ✓ Evidence procedure




### Step Two – Identify Objectives

- ✓ If you accomplish these, you'll have your goal
- ✓ Deliverables




### Step Three – List the Activities

- ✓ The day to day actions that will create the objective
- ✓ Most Objectives have at least 2-3 activities



### Apply The PRD to the Time Map

- ✓ Asses and Adjust Your Time Map to Reflect the PRD needs
- ✓ Manage your expectations.
- ✓ Set yourself up to WIN.



### Create the To Do List

- ✓ Divide the To Do list by category
- ✓ Add Activities from PRDs
- ✓ Identify strays



### Implement Your System

- ✓ Creating any new system is a PROJECT
- ✓ Schedule time at the start of each week to plan the week
- ✓ Bookend your days
- ✓ Forgive yourself for lapses



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## Project Management: How to Get Stuff DONE!

### PERFORMANCE RESULTS DESCRIPTION

Top 3 Month Objectives for:

From \_\_\_\_\_ to \_\_\_\_\_

KEY RESULT AREA:

The result of \_\_\_\_\_

will be successfully achieved when I have:

Objective 1:

- 1.
- 2.
- 3.
- 4.
- 5.

Objective 2:

- 1.
- 2.
- 3.
- 4.
- 5.

Objective 3:

- 1.
- 2.
- 3.
- 4.
- 5.

Objective 4:

Actions:

- 1.
- 2.
- 3.
- 4.
- 5.



## Project Management: How to Get Stuff DONE! Resources

### Websites:

**Artist's *EDGE* website** - [www.Artists-Edge.com](http://www.Artists-Edge.com)

**Artist's *EDGE***, Debra Russell's company, whose mission is causing a world of prosperous artists, offers tips and tools, a free newsletter, products, The **Artist's *EDGE* Membership** and a huge resources page to support you making a prosperous living doing what you love.

**The Success Principles** – [www.successprinciples.com](http://www.successprinciples.com)

Tons of free resources from the author of The Success Principles and Chicken Soup for the Soul books, Jack Canfield

**F.L.Y. Lady** – First Love Yourself – [www.flylady.com](http://www.flylady.com)

Are YOU living in CHAOS (Can't Have Anyone Over Syndrome) like Franny in the pink sweats? Do you feel overwhelmed, overextended, and overdrawn? Hopeless and you don't know where to start? Don't worry friend, we've been there, too. Step through the door and follow **FlyLady** as she weaves her way through housecleaning and organizing tips with homespun humor, daily musings about life and love, the Sidetracked Home Executives (**SHE**™) system, and anything else that is on her mind.

**Franklin-Covey** – [www.FranklinCovey.com](http://www.FranklinCovey.com)

FranklinCovey's mission statement reads: "We enable greatness in people and organizations everywhere."

### Books:

**Time Management from the Inside Out, the Foolproof System for Taking Control of Your Schedule – and Your Life**, Julie Morgenstern

**Organizing from the Inside Out, second edition: the Foolproof System for Organizing Your Home, Your Office and Your Life**, by Julie Morgenstern

**The Success Principles, How to Get from Where You Are to Where You Want to Be**, Jack Canfield

**The E-Myth Revisited: Why Most Small Businesses Don't Work and What to Do About It**, Michael E. Gerber