

# Managing Multiple Projects



...with ease

**Time Management For Project Managers**  
**to achieve maximum efficiency**



All rise (please)

**Time Management For Project Managers**  
**to achieve maximum efficiency**



# How to be brilliant

1. Utilize Useful Strategies
  2. Understand Yourself
  3. Understand your Client
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### 3. Utilize Useful Strategies

Top Three:

- Prioritizing
- Interruptions
- Multitasking

# Strategy 1: simplified prioritizing



# Choice Overload

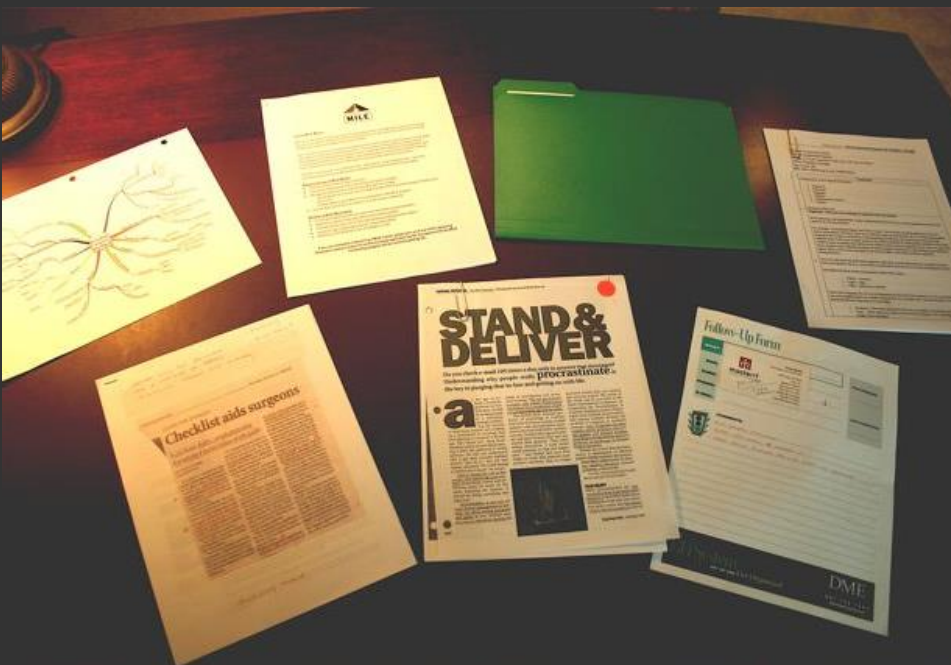


# Binary Thinking



# Prioritizing your workload

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# prioritizing factors

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1. Impact
2. Time
3. Difficulty
4. Cost

one thing  
today.

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thing:

**What's Your One Thing For Tomorrow?**

# Strategy 2:

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## Handling Interruptions



# Strategy 3: Mindful Multitasking

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## ABCs of behavior

Jack

Jill

Steve



# ABCs of behavior

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A = Activating Event/Stimulus

B = ?

C = Consequences/Response

# ABCs of behavior

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A = Activating Event/Stimulus

B = Beliefs

C = Consequences/Response

**disrupt** current beliefs



# MULTITASKING VS PRODUCTIVITY





# MULTITASKING VS PRODUCTIVITY

M



# MULTITASKING VS PRODUCTIVITY

M

1

# MULTITASKING VS PRODUCTIVITY

M U

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1

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# MULTITASKING VS PRODUCTIVITY

M U

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1 2

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# conclusions?

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Switching/reduces productivity

False beliefs/illusion

Properly define/consider cost

## 2. Understand Yourself



Index card exercise

### 3. Understand Your Client



# Summary

Be brilliant.  
Effective.  
Efficient.

1. Utilize Useful Strategies
2. Understand Yourself
3. Understand your Client

Ask  
me

Ask  
me

