The 3 Critical Skills You Need to Successfully Manage Multiple Projects

with Elizabeth Harrin
Welcome!

I'm glad you're here.

In this session I'm going to share 3 of the core skills that will help you the most with succeeding in a multi-project environment.

You're in the right place if...

- You want to learn more about what makes managing multiple projects different to leading one big project.
- You're tired of feeling like you're juggling stuff all the time.
- You're struggling with getting it all done... and the work doesn't seem like stopping.

You're in the wrong place if...

- You're mainly working on a single project.
- Your To Do list is under control!

It's easy to slip into the belief that managing many projects uses the same techniques as managing one. But that's often inefficient. There are better ways.

Enjoy the webinar!
tips for watching

AVOID DISTRACTIONS
Put your phone away, close your browser tabs, and stay focused.

TAKE NOTES
This is your time, so note down your takeaways - there is space at the back of this guide for that.

CONNECT WITH ME
Tag me on Twitter @girlsguidetopm and share where you're watching!
The 3 Skills
The 3 Skills

**SKILL 1**
This skill is important because it gives you the best way to sequence your projects and keep them moving forward. Add your notes below.

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**SKILL 2**
This skill is important because it builds trusted working relationships and helps you work effectively with others, managing their requests. Add your notes below.

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**SKILL 3**
This skill is important because it shapes what you spend time on. When you get that right, you can bust out of overwhelm. Add your notes below.

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Multi-project management is different

**REASON #1**
Projects move through different ______________ so you have to constantly evaluate ______________.

**NOTES:**

**REASON #2**
You have multiple ______________ so there are more demands on your ______________.

**NOTES:**

**REASON #3**
There's more to ______________, ______________ and ____________!

**NOTES:**
REASON #4
You need efficient _________ designed to remove ____________.

NOTES:

REASON #5
Multi-tasking is ________ but you have to juggle and make decision on how to spend your ________________.

NOTES:
Quick To Do List Review

After this webinar, mark your To Do list tasks that never seem to get done with the following symbols:

- [ ]
- [ ]
- [ ]
- [ ]
Review your To Do list for what isn't getting done

Think about project dependencies

Think about project communications

Think about how your are spending your time
Join me inside Mastering Multiple Projects to learn the 5-step approach for taming your projects, impressing stakeholders and managing competing priorities.

ENROLL NOW
# To Do Lists

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