

WEBINAR ACTION GUIDE

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!

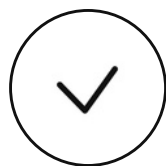


tips for **watching**



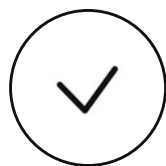
AVOID DISTRACTIONS

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.

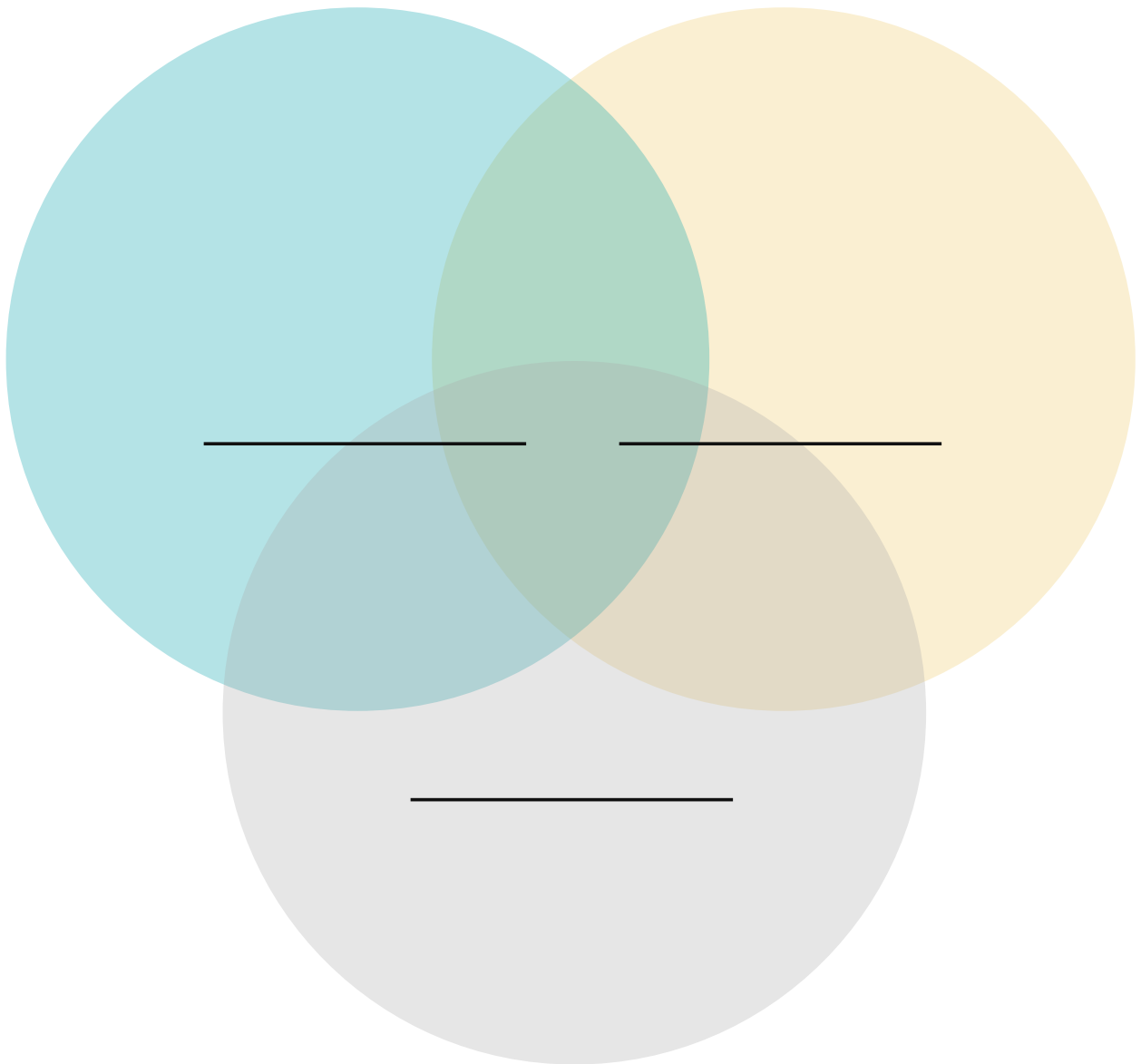


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and share where you're watching!



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.

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.

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.

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:

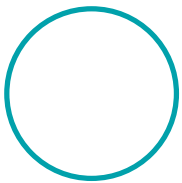
REASON #5

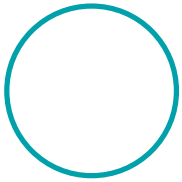
Multi-tasking is _____ but you have to juggle and
make decision on how to spend your _____ .

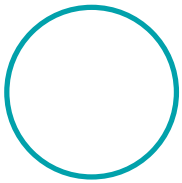
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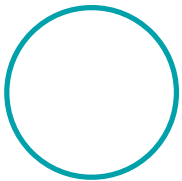
Quick To Do List Review

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









take **action**



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



Think about project dependencies



Think about project communications

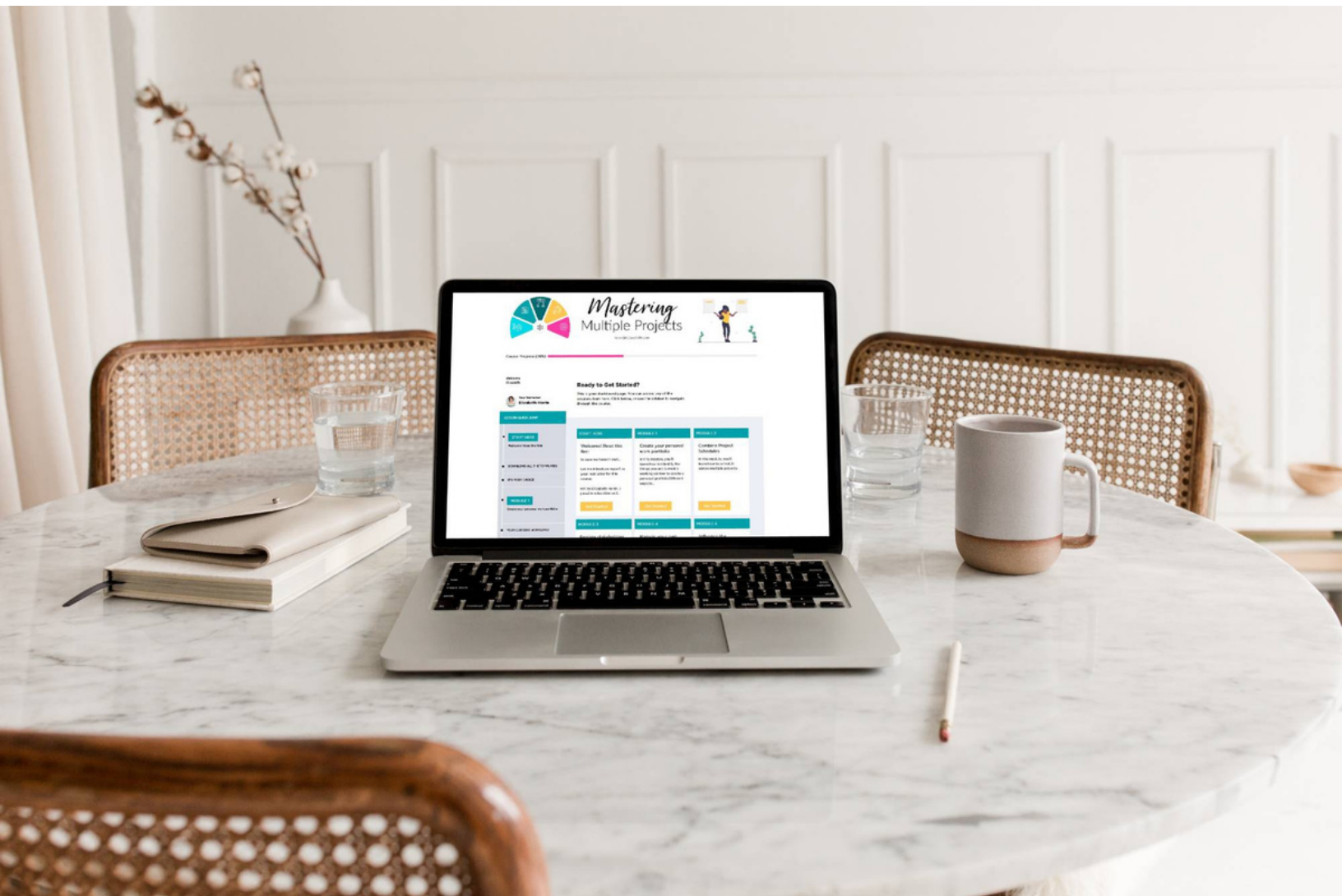


Think about how your are spending your time

take it further

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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NOTES

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