HOW TO IMPROVE YOUR PROJECT ADMINISTRATION

hydra

Handy tips to help you achieve an on-going workflow that keeps you at your most productive

VIEW YOUR TIME AS A COMMODITY

Calculate your hourly rate and then ask yourself, "Is the project or task I am working on right now generating a return that justifies my hourly rate?"

GO WITH THE FLOW

Focus – what is your strategic focus?
Location – do you have time in your calender?
Organise – group tasks for maximum effectiveness
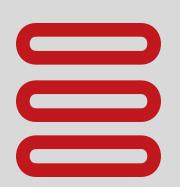Work – make it work for you!

IDENTIFY WHAT YOU CAN STOP DOING

Take a hard look at what you are really doing. Does it align with the company's strategic goals and objectives? If not, stop doing it.

SAY YES TO CLIENTS, BUT DON'T LET THEM HIJACK YOUR TIME

Budget your calendar; preserve execution time. Become more productive by devoting your energy to one theme each day.

BUILD A WORKLOAD MATRIX

List your tasks, time investment, and the ROI generated from each one to help prioritise the work and eliminate tasks that are not adding value.

TURN OFF EMAIL ALERTS & LEVERAGE EMAIL TOOLS

Avoid this multi-tasking. Proactively plan your day and try an automated tracking system for outstanding email items.

DELEGATE EFFECTIVELY

Delegate one task at a time, be clear on the goal and the follow-up procedures.

Every time you say YES to something,
you are saying NO to something else.
Make sure that each yes has maximum impact on your business goals!