How To Easily Complete Any Project

Working on a large project or several projects at once can be very stressful. Projects always seem to take longer than they should and often make you feel like you've bitten off more than you can chew. It's easier to manage projects if you organize them in a manner that fits your personality and work style.

Projects include anything you work on over a period of time or that involves multiple tasks

They are the type of work activity that many people spend most of their time working on at their jobs. Projects generally involve a defined objective and have a beginning and ending point.

Projects can be large or small, depending on your line of work.

You likely have several projects that you are working on at any time. Some of them require a limited number of steps and can be completed in a short time. Other projects may take months to complete. The larger the project, the more you need to keep it organized.

Some projects you can complete by yourself, others require collaboration

Projects that you work on by yourself are easier to manage than those that need the help of other people. Both need to be organized, but when more than one person is involved, a workflow or project plan is essential to make sure everyone understands their roles and responsibilities.

Apply the Smead Organomics principles for managing projects

Projects of any size can easily be managed if you follow these three steps:

Get it together

Keep all project items in one place so you never have to waste time searching for the materials you need. Getting your project together includes clearly defining:

- Objectives
- Expected outcomes
- Roles of team members
- Steps toward completion
- Budgets
- Schedules

Break it down

Divide the project into its logical parts. Small bites are easier to swallow. By focusing on one step at a time, you won't get overwhelmed by the size of the entire project. When you break your project down into steps, it’s important to keep three things in mind

1. Length of time it takes to complete each task
2. Dependencies between different tasks
3. The final target

Make sure to schedule enough time. Start early on tasks that are dependencies for future tasks. And work back from the outcome and time frame you have to complete your project.

Track it

Schedule each part of a project to a calendar. You can track progress, and make sure nothing falls through the cracks. If you get off schedule, you will know early enough to get back on track, or get additional help if needed. Start by creating an overall schedule with built in reminders. Then organize the different people, phases, or resources needed for the project. Use a tracking system so nothing falls through the cracks.

Keep these simple principles in mind as you work on your projects. You’ll be able to tackle big jobs with confidence and not feel overwhelmed.