

# The Essential Toolkit

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Project Management / Time Management / Communication



# Project Management

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## Definition of Project:

- It's a temporary endeavor undertaken to create a unique product, service or result.
  - A project is **temporary** in that it has a *defined beginning and end in time*, and therefore defined scope and resources.
  - And a project is **unique** in that it is *not a routine operation*, but a specific set of operations designed to accomplish a singular goal.
  - So a project team often includes *people who don't usually work together* – sometimes from different organizations and across multiple geographies.

<https://www.pmi.org/about/learn-about-pmi/what-is-project-management>

# Project Management

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**What are some examples or types of projects?**

# Project Management

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- **Project management** is the discipline of initiating, planning, executing, controlling, and closing the work of a team to achieve specific goals and meet specific success criteria.

[https://en.wikipedia.org/wiki/Project\\_management](https://en.wikipedia.org/wiki/Project_management)

- **Project management**, is the application of knowledge, skills, tools, and techniques to project activities to meet the project requirements.

<https://www.pmi.org/about/learn-about-pmi/what-is-project-management>

# Project Management

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**Project management processes fall into five groups:**

- Initiating
- Planning
- Executing
- Monitoring and Controlling
- Closing

<https://www.bing.com/videos/search?q=quick+project+management+tips&&view=detail&mid=B11CBF409FEA6D54DACCB11CBF409FEA6D54DACC&&FORM=VRDGAR>

# Project Management

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## Initiating Questions

- Who are the stakeholders? Why are they stakeholders?
- What is this projects priority? How will that affect my management of the project?
- What does success look like? How will I know that I achieved the goal?
- Who will formally accept these results?

# Project Management

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## Planning Questions

- What are the tasks?
- How long should each task take to complete?
- Who will do the tasks?
- What materials and equipment do you need?
- What risks could interfere with the timing of my schedule?

# Time Management



# Time Management

## How long is a minute?



# Time Management

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Before you can even begin to manage time, you must learn what time is. A dictionary defines time as "*the point or period at which things occur.*" Put simply, time is when stuff happens.

<https://www.entrepreneur.com/>

# Time Management

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## Definition:

- Time management is the act or process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency or productivity.

[https://en.wikipedia.org/wiki/Time\\_management](https://en.wikipedia.org/wiki/Time_management)

- Time management is the ability to plan and control how you spend the hours in your day to effectively accomplish your goals. Poor time management can be related to procrastination as well as problems with self-control. Skills involved in managing your time include planning for the future, setting goals, prioritizing tasks, and monitoring where your time actually goes.

<https://www.psychologytoday.com/us/basics/time-management>

# Time Management

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There are two types of time: *clock time and real time*. In clock time, there are 60 seconds in a minute, 60 minutes in an hour, 24 hours in a day and 365 days in a year. All time passes equally. When someone turns 50, they are exactly 50 years old, no more or no less.

In real time, all time is relative. *Time flies or drags depending on what you're doing*. Two hours at the Department of Motor Vehicles can feel like 12 years. And yet our 12-year-old children seem to have grown up in only two hours

# Time Management

## How do you manage your time?



# 10 Tips that Work - Time Management

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1. Carry a schedule and record all your thoughts
2. Appointment books work
3. Engage in thoughts, activities and conversations
4. Schedule time for interruptions
5. Take the first 30 minutes of every day to plan your day
6. Decide what results you want to attain
7. Do Not Disturb sign
8. Don't instantly give people your attention
9. Block out other distractions
10. Remember that its impossible to get everything done

# Time Management

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**What I Did Yesterday . . .**

# Communication

A word cloud graphic with 'Communication Skills' as the largest text in dark green, and 'Listening' as the second largest in brown. Other words in various sizes and colors (green, brown, yellow) include: Master, Effective, Body, Language, Well, Business, Cross, Good, Message, Active, Empathic, Cultural, Listen, and Non-verbal.

Master  
Listening  
Effective Body  
Language Well  
Business  
Cross Good  
Communication  
Skills  
Message Active  
Empathic  
Cultural  
Listen  
Non-verbal

# Communication

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## Definition:

- **Communication** (from Latin *commūnicāre*, meaning "to share"<sup>[1]</sup>) is the act of conveying intended meanings from one entity or group to another through the use of mutually understood signs and semiotic rules.

<https://en.wikipedia.org/wiki/Communication>

- Two-way process of reaching mutual understanding, in which participants not only exchange (encode-decode) information, news, ideas and feelings but also create and share meaning. In general, communication is a means of connecting people or places. In business, it is a key function of management--an organization cannot operate without communication between levels, departments and employees.

<http://www.businessdictionary.com/definition/communication.html>

# Communication

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## Exercise:

- The importance of client communication : Blank Sheet of Paper
- Hold it in front of you, close your eyes, and follow the directions.
- There are only two rules: **no peeking and no questions**

# Communication

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- "Now, open your eyes. If your representative did a good job of communicating and you did a good job of listening, all of our sheets of paper will look alike."
- How important is it to have your clients repeat instructions in their own words?

# Communication

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## Top 10 Communication Skills

# Top 10 Communication Skills

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1. Listening
2. Non-verbal Communication
3. Clarity and Concision
4. Friendliness
5. Confidence
6. Empathy
7. Open – Mindedness
8. Respect
9. Feedback
10. Picking the Right Medium

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Communication

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**How do these three topics tie in  
together?**

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