



LEADERS ASSEMBLY 2018: THE PURSUIT OF EXCELLENCE
March 18-20, 2018 in Baltimore, MD

Projects: How to Start, So You Can Finish
Monday, March 19 from 10:50AM-12:20PM

SESSION PRESENTER(S):

Diana Bloom

SESSION DESCRIPTION:

One of the biggest mistakes we make in terms of productivity and accountability not distinguishing between a project and a task. Projects often take far too much time to complete and are difficult to manage when we don't recognize them for what they are. In this session Diana Bloom will teach techniques and processes designed to recognize a project, complete it on time, and as planned. Attendees will learn how to eliminate the overwhelm that projects create, and how to plan a project for success.

BIG IDEAS FROM THIS SESSION:

Recognize a project.

Don't write down projects on a to do list as if they were tasks.

Figure out a deadline for every project, subproject and tasks you are responsible for.

Track the facts of a projects progress and not the opinion of a projects progress.

Let everyone see the big picture before they each go off to work on their tasks that pertain to the project.

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Chose one tool from the session to implement after determine obstacles and how you will over come that obstacle.