

Most Project Managers have too much to do. So they end up with "To Do" lists all over the place and it can be overwhelming. So how do you manage your "To Do" lists to make sure they get done? Here's how...

How to Manage To Do Lists

To deliver your project successfully, you need to complete the right tasks at the right time. That's why people create "To Do Lists" - so that they know what they have to do and by when.

But it's not that easy. You're often adding more tasks to your lists than you are completing them, so you feel like you're not getting ahead. Here's what to do...

Only One List

If you have lists on your desk, in your car, or on post-it notes, then merge them all into one list. Then group the items in your list and try and put them in a logical order. As soon as you've done this, you'll immediately feel like a weight has been taken off your shoulders, because everything you have to do is now all in one place. You're ready to take the next step...

Targets and Dates

Now sit back and think about what you have to achieve and by when. Write down your targets and deadlines. If you're unsure what these are, speak to your boss and get them to list the top 5 things they want you to do and by when. Write them down and try and get your boss to prioritize them, so you know which items are critical.

Set Clear Priorities

Type your list into your PC and prioritize it based on:

- The *targets* and dates set
- The *amount* of work each item will take
- The *complexity* in completing the task
- The *importance* of the task to the project
- The *deadlines* for completion

Define the Critical Path

On many projects, not all tasks get done. There simply isn't the time. So you need to identify the '*critical path*' tasks

Project Management Templates

We are often asked "which templates should I use for my project", so we have listed them for you here...

Project Initiation

- [Business Case](#)
- [Feasibility Study](#)
- [Project Charter](#)
- [Job Description](#)

Project Planning

- [Project Plan](#)
- [Resource Plan](#)
- [Financial Plan](#)
- [Quality Plan](#)
- [Risk Plan](#)
- [Acceptance Plan](#)
- [Communications Plan](#)
- [Procurement Plan](#)
- [Statement of Work](#)
- [Request for Information](#)
- [Request for Proposal](#)
- [Supplier Contract](#)

Project Execution

- [Time Process](#)
- [Timesheet Form](#)

which are those that simply have to be done to complete the project. The question to ask yourself is "if this task is late, will it cause the overall project to be late?" If the answer is 'yes', then that task is on the *critical path* to success. You need to complete these critical tasks as a higher priority than others.

Manage Your lists

Take the next step by setting target completion dates for your critical tasks. You then need to do everything in your power to make sure that these dates are met. Don't worry about settings dates for non-critical tasks. It takes too much time and things change anyway.

Then as the project evolves, tick-off the tasks as they are completed. And when new tasks arrive, decide whether they are *critical* or not and if they are, then set targets dates for them as well. Always keep your list up-to-date, as it will help you complete the right tasks at the right time.

If you want to save time working on your To Do Lists, then use these [Project Management Templates](#).

These templates give you all the tools you need to succeed. Buy the [Project Management Kit](#) today.

- [Timesheet Register](#)
- [Cost Process](#)
- [Expense Form](#)
- [Quality Process](#)
- [Quality Review](#)
- [Change Process](#)
- [Change Form](#)
- [Change Register](#)
- [Risk Process](#)
- [Risk Form](#)

Project Closure

- [Project Report](#)
- [Project Review](#)



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