

Project Tips – On the Go

Smart Project Tip Sheet

Tip #1 – Organize everything

Organize projects by categories such as work, school, events, business, or miscellaneous so you can achieve your most important goals first.

Tip #2 – Identify the objective

When organizing projects, it's best to be brief, concise and as clear as possible, and focused on one main goal or objective for each task.

Tip #3 – Know your team

The details and information in a project should be tailored to the specific individual or group the tasks are intended for.

Tip #4 – Choose a communication style

Depending on the situation and purpose of the project, the communication style may be casual, polite, or business-like.

Tip #5 – Use a template

For project work done on a frequent basis, templates can be used for documenting requirements, making requests, responding, or providing information to project participants.

Tip #6 – Quality matters

Project tasks should be checked for accuracy and completeness, and only sent to the project team once everything is ready.

Tip #7 – Prioritize

Decide who the most important people are and create a Very Important Person (VIP) list to use for project communication.