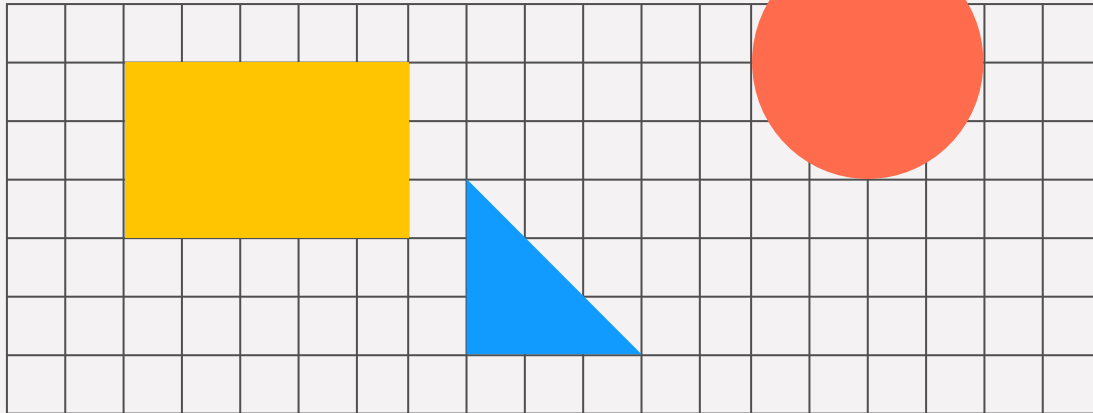


Managing Multiple Projects



Difference Between Task and Project

Task

- specific, individual action or duty that needs to be completed
- small, short-term, and can be completed in a relatively short amount of time
- often a part of a larger project or process

Project

- larger, more complex endeavor that typically involves multiple tasks and requires more planning and coordination
- have a defined start and end date, specific objectives, and may involve a team of people
- typically aimed at achieving a specific goal or deliverable

Key Differences

Scope: A task is smaller in scope and focuses on a single action; a project is broader and consists of multiple tasks.

Timeframe: Tasks are often short-term, while projects have a longer duration and more comprehensive timelines.

Complexity: Tasks are generally simpler, whereas projects are more complex and require coordination of resources and people.

Project Worksheet

On a piece of paper, write:

- Name of a project
- It's goal
- Information you need to complete it
- People who might be of help to complete it
- Other resources you might need to complete it
- Desired timeframe (by when you want to complete it)
- Specific date when you will assess/reassess the project - put that date on your calendar or schedule a meeting on that date with someone who can be of help with completing the project

Tracking Project(s)

- Print out separate pieces of paper for each project
- Put those at your workstation as reminders
- Decide on how you are going to track the progress (time VS task or a combination of both)
- Decide on tracking tool (paper VS electronic or a combination of both)
- Review progress on each project on a regular basis (daily or weekly) by adding info to your tracking tool or checking off tasks on your project-related to-do list
- Use project worksheets as a reminder and help you stay focused