



6 Practices to effectively manage your projects



1. **Seek knowledge and clarity** by asking what needs to be done.

2. **Develop an action plan before you rush into a project.** Take into account objectives, obstacles, check-in points, potential revisions and time management.

3. **Take accountability for decisions and communication,** particularly when keeping your team informed of progress.

4. **Focus on opportunities** rather than problems.

5. **Run productive meetings.** One key to doing so is by determining the type of meeting and the outcome you want to achieve before starting the session.

6. **Be a team player.**