Get Projects Done Faster
Productivity Pack

Project Planning
Template & Resources

DONE is better than PERFECT.

Real Life E ® Time Coaching & Training

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Productivity Pack

Mind Map
Project Management

Project Communication Map

HANDOFF COMMUNICATION
Delegation handoff communication using:

- Meetings & Calls
- Emails
- Written Documentation

PROGRESS REPORTING
Connection with team on progress

- Meetings & Emails
- Regular Scheduled Meeting
- Written Reports
- Review & Respond

MATERIALS REVIEW
Evaluating progress to goals

- Review Materials
- Allow Time for Edits
- Responsiveness is important

FINAL FEEDBACK
Delegation handoff communication using:

- Review the Process
- What went well?
- What needs improvement?

Breaking Projects Into Parts, Delegation & Scheduling

Identify Part 1
Key Deliverables & Steps to Complete

Identify Part 2
Key Deliverables & Steps to Complete

Identify Part 3
Key Deliverables & Steps to Complete

Decide What to Delegate
Go through project delegation checklist

Calendar & Goals
Identify deliverable weekly goals & block calendar

Project Planning Tools

PROJECT PLANNING TOOLS
- Paper Plan
- Word or Excel Document
- Whiteboard or Post-It Notes on a Board
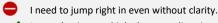- OneNote
- Wrike
- Asana

TASKS
- Paper List or Planner
- Post-It Notes
- Calendar
- Things (for Mac & iOS)
- Todoist
- Wunderlist
- Trello

REFERENCE MATERIALS
- Notebooks
- Word
- OneNote
- Evernote
- Google Docs
- Notes Section of Calendar Event

Helpful Project Mindsets

🚫 I need to jump right in even without clarity.
✅ I can take time to think about my direction.

🚫 I always need to feel stressed by deadlines.
✅ I can complete projects without anxiety

🚫 I need to complete a project all at once.
✅ I can make progress on a regular basis.

🚫 I need a perfect result.
✅ DONE is better than perfect.

🚫 I need to do everything myself.
✅ I can delegate parts of the project.

DONE is better than PERFECT.

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Communication Map
Project Management

communication

- Regular Interval Reporting
- Face-to-Face Meetings
- Emails
- Scheduled Meetings
- Written Reports
- Review & Respond

(2)

- Review the Process
- What went well?
- What needs to be improved?

(4)

| Delegation | Progress Reporting | Materials | Feedback |

(1)

- Meetings
- Calls
- Emails
- Written Documentation

(3)

- Deadline for Review
- Allow Time for Edits
- Collaboration

STRATEGY ⬔ As needed, respond to other requests for help and direction

Project Planner

2025

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DATE DUE

January								February								March						
Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4								1								1
5	6	7	8	9	10	11		2	3	4	5	6	7	8		2	3	4	5	6	7	8
12	13	14	15	16	17	18		9	10	11	12	13	14	15		9	10	11	12	13	14	15
19	20	21	22	23	24	25		16	17	18	19	20	21	22		16	17	18	19	20	21	22
26	27	28	29	30	31			23	24	25	26	27	28			23	24	25	26	27	28	29
																30	31					

April								May								June						
Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2	3		1	2	3	4	5	6	7
6	7	8	9	10	11	12		4	5	6	7	8	9	10		8	9	10	11	12	13	14
13	14	15	16	17	18	19		11	12	13	14	15	16	17		15	16	17	18	19	20	21
20	21	22	23	24	25	26		18	19	20	21	22	23	24		22	23	24	25	26	27	28
27	28	29	30					25	26	27	28	29	30	31		29	30					

PROJECT NAME

TEAM MEMBERS

DELIVERABLE | PART 1	DELIVERABLE | PART 2	DELIVERABLE | PART 3
1	**1**	**1**
2	**2**	**2**
3	**3**	**3**

DELIVERABLE | PART 4	DELIVERABLE | PART 5	DELIVERABLE | PART 6
1	**1**	**1**
2	**2**	**2**
3	**3**	**3**

DELEGATION Decide what to delegate. Work through delegation checklist.

- ☐ Completed
    - ☐ Email
    - ☐ Call
    - ☐ Meeting

SCHEDULE Divide deliverables into weekly goals and block into your calendar

WEEK 1
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

WEEK 3
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

WEEK 2
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

WEEK 4
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

DONE is better than PERFECT.

Project Planner

2025

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DATE DUE

July
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August
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31						

September
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October
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November
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December
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

PROJECT NAME

TEAM MEMBERS

**DELIVERABLE	PART 1**	**DELIVERABLE	PART 2**	**DELIVERABLE	PART 3**
1	1	1
2	2	2
3	3	3

**DELIVERABLE	PART 4**	**DELIVERABLE	PART 5**	**DELIVERABLE	PART 6**
1	1	1
2	2	2
3	3	3

DELEGATION Decide what to delegate. Work through delegation checklist.

- ☐ Completed
    - ☐ Email
    - ☐ Call
    - ☐ Meeting

SCHEDULE Divide deliverables into weekly goals and block into your calendar

WEEK 1
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

WEEK 3
- ☐ _____
- ☐ _____
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- ☐ _____

WEEK 2
- ☐ _____
- ☐ _____
- ☐ _____
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- ☐ _____
- ☐ _____
- ☐ _____

WEEK 4
- ☐ _____
- ☐ _____
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- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

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Delegation Checklist

TASK — What needs to get done?

NOTES:

TEAM — Who can complete this task? Who else can help?

PRIMARY: **SECONDARY:**

COMPLETION — When do I need it entirely completed?

DATE / TIME:

REVIEW — When would I like to review the project?

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ Quarterly

1st Review: DATE / TIME: _____

2nd Review: DATE / TIME: _____

3rd Review: DATE / TIME: _____

- ☐ Email
- ☐ Call
- ☐ Meeting

DELEGATION — What's the best way to delegate this task?

DATE / TIME:

- ☐ Email
- ☐ Call
- ☐ Meeting

EXPECTATIONS — What do I need to share about my expectations?

- • Expected Deliverables
- • Thoughts on Structure
- • Time Budget
- • Examples
- • Milestones

KNOWLEDGE — What else will be important for the person receiving this task to know?

NOTES:

- ☐ Have I shared everything in writing?
- ☐ Have I made reminders for myself to follow through on milestones & checkpoints?
- ☐ Does the person receiving this task have questions or need training?

Project Planner

2025

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January

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February

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March

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April

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May

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June

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22	23	24	25	26	27	28
29	30					

July

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August

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September

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October

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Mindsets for Success
Project Management

mindsets

CLARITY

Unhelpful: I Need to Jump In With No Clarity

Helpful: I Can Think About My Direction

When you feel like you have to jump into a project without clarity, that's a really intimidating jump and can lead to procrastination. Instead it's more helpful to give yourself time to think about your direction.

For example, you can sit down with a piece of paper and a pen and give yourself 30 to 60 minutes to think about the different steps involved in a project. This helps you to get clear on what it will take to get the project done as well as gives you a path to move forward. In a way, taking time to think is like clearing a path through the jungle before plunging into it.

PROGRESS

Unhelpful: I Need to Complete a Project All at Once

Helpful: I Can Make Progress on a Regular Basis

When you believe that you need to complete a project all at once, it can lead to procrastination because we rarely have huge expanses of free time. It can also create procrastination because working on a project for hours and hours at a time can be painful. Instead, it's more helpful to try to make progress on a regular basis. For example, you might try to block out two hours each week to move forward or even an hour. Moving toward your goal, even in small increments, is much better than waiting for the perfect time.

DELEGATION

Unhelpful: I Need to Do Everything Myself

Helpful: I Can Delegate Parts of Projects

When you believe that you need to do everything yourself, you can end up spending hours and hours--or even days--trying to figure out something that you don't know how to do that someone else could get done quickly. When you look at your list of actions that need to be completed, ask yourself: Do I need to do all of these or are some of these items that someone else could do for me? If some can be delegated, then seek out options to do so.

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Mindsets for Success
Project Management

mindsets

STRESS & TIMELINES

Unhelpful: I Always Need to Feel Really Stressed by Deadlines

Helpful: I Can Complete Projects Without Anxiety

When you assume that you need to be really stressed by deadlines, then you usually will create the circumstances to make that so. For example, you might wait until the last minute to get started or make projects much bigger and more complicated than they need to be or work to the deadline instead of giving yourself margin. But when you believe that it's possible that you can complete projects without anxiety, then you're more likely to take the actions that make that possible.

PROGRESS

Unhelpful: I Need a Perfect Result

Helpful: Done is Better Than Perfect

When you aim for perfection with projects, you set yourself up for issues. You may not start because you're concerned you can't get a perfect result or you may not finish because a project isn't perfect yet or you may spend a great deal of time on things that no one else will notice aiming for perfection. A more helpful approach is to look at what needs to be accomplished, look at how much time you have, and then do the best job you can in that amount of time. You'll end up getting more things to completion in much less time.