

December 5, 2019

Integrating PM Principles Into Daily Productivity

SUMMARY

Level: All

In this Brown Bag session created for all levels of experience, you will have the opportunity to learn and discuss tips on how to incorporate project management principles to improve daily productivity. This session is designed for all ITS staff regardless of if they are project managers.

This session is for you if you agree with any of the following statements:

- You are seeking practical ways to increase productivity for yourself or your team
- You want to improve your effectiveness as a project team member
- You are wanting to get a fresh perspective on project management

KEY TAKEAWAYS

By the end of the session you will understand 3 essential tools and approaches that you will use to create a project team and keep it on track.

- Prepare a Task List
- Practice Time Tracking
- Make a habit of Status Reporting
- Avoid redundancies whenever possible!