

Making the Most of Project You

Bonnie Biafore

3 Keys to Success

- Identifying success
- Building success
- Managing success

Identifying Success

- For you
 - *You've got to be very careful if you don't know where you are going because you might not get there. – Yogi Berra*
- For others
 - *Ours is a world where people don't know what they want and are willing to go through hell to get it. – Don Marquis*

What Does Success Mean to You?

- Projects are performed to achieve objectives
- What are the objectives for Project You?
 - Money
 - Recognition
 - Learning
 - More free time
 - ???



Making Others Successful

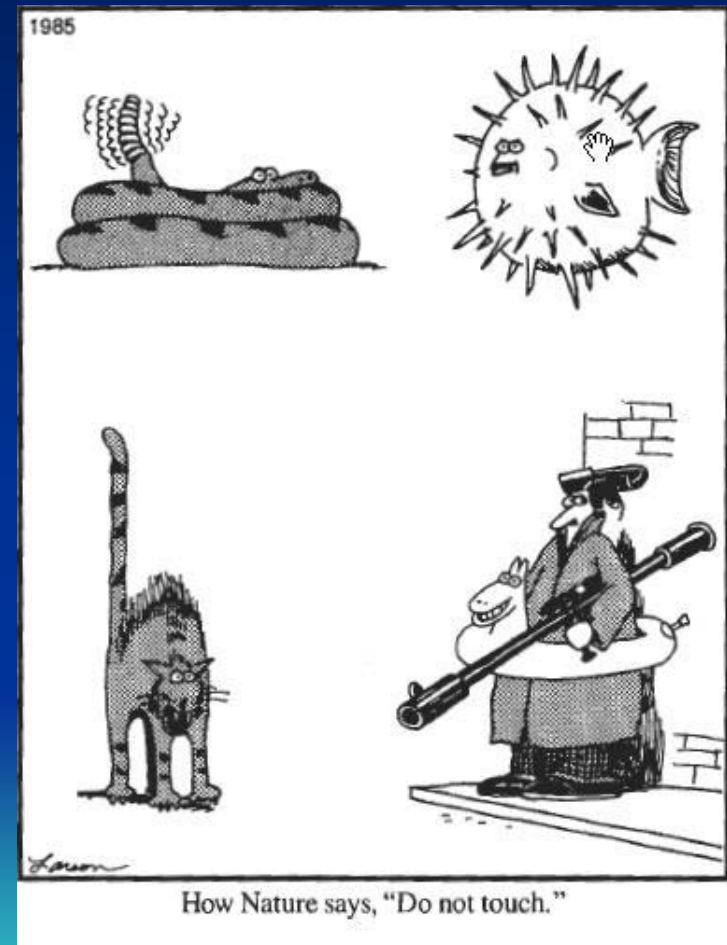
- Customers – Income, steady business
 - Employers – Income, benefits
 - Managers – Raises, good assignments
 - Subordinates – Better deliverables, fewer problems
 - Colleagues – Networking, collaboration
 - Strangers – Karma
-
- In general, more pleasant working conditions

Why Others' Objectives are Important

- Not giving them what they want:
 - Failure
- Giving them what they don't care about:
 - Waste
- Giving them what they want:
 - Success

When Your Goals are Aligned with Your Customers'

- Win-win relationship
- Work with the cream of the crop
- Weed out bad customers



Building Success

- Deliver quality (whatever level the customer wants or higher)
- Deliver what you promise when you promise
 - Even if it means staying up late and working weekends (PM book)
- If you can't make a deadline, tell people ASAP and come with an alternate plan (PM book)
- Know your customer – give them what they don't even know they want
- Deliver more value than your salary or fee (Charlie and the change control)
- Communicate



Building Success

- Know the objectives
- Tell customer what you're going to do
- Then, do it



If You Can't Deliver

- Analyze the issue and revise your plan
- Communicate!
 - ASAP
 - Be proactive
 - Be accountable
 - Take responsibility



More Keys to Building Success

- Deliver quality – Make great work a habit
 - *Success depends upon the glands – sweat glands. – Zig Ziglar*
- Exceed expectations
- Provide higher value than your price tag
- Be honest, but diplomatic
- Give people chance to save face
- Quality assurance



Building Confidence

- Do good work
- Work hard
- Keep a kudo file
- Volunteer

Resources for Work

- Web sites
 - [Monster.com](#)
 - [Dice.com](#)
 - [STC job board](#)
 - [PMI job board](#)
 - [Freelancesuccess.com](#)

Think Out of the Box

- Work I do
 - Books
 - Contract technical writing
 - Magazine articles
 - Web site articles
 - Course development
 - Speaking
 - Training

Balancing Success

- When you're successful you're busy
 - As an employee, you become the go-to person
 - As an independent, you get more and more work
- How to keep success from taking over your life
 - Know your goals
 - Plan
 - Focus on what's important

Planning and Tracking – Part I

- Estimating tools
 - Track your time even if your employer doesn't
 - Develop your own tools
- For complex projects, use a PM tool
 - [..\..\Business\Schedules\BJB Master Project.mpp](#)

Planning and Tracking – Part II

- Set objectives
- Identify steps to achieve them
- Schedule tasks
- Don't let unimportant urgent tasks get in your way

- Take Back Your Life! Sally McGhee
- The 7 Habits of Highly Effective People Stephen Covey

Other Success Tips

- Learn when you're most productive
 - Schedule the hardest work for that time
 - Avoid interruptions at that time
- Know what makes you productive
 - Coffee
 - Organized desk
- Know when to back away
- When stuck, switch to something easier



Controlling Success

- Prune customer list
 - Evaluate customers
 - Get rid of the ones that aren't aligned with your goals
 - Least profitable
- Increase your rate (or ask for raises)
- Learn how to say no without burning bridges
- Give back but don't let it take over

Questions?