**How To Improve Your Project Management**

1. Look for ways to improve visibility and awareness. ...
2. Create a daily habit for your team. ...
3. Don't over complicate your projects. ...
4. Hold team members accountable for updating work. ...
5. Utilize project templates. ...
6. Communicate changes to your team. ...
7. Set appropriate expectations and stick to them.

Managers improve on

**10 Ways to Improve Your Management Skills**

* Define your vision and broadcast it. ...
* Get personal to get engagement. ...
* Recognize the power of influence through personal branding. ...
* Maintain great communication. ...
* Understand the power of gratitude. ...
* 6. Make work more fun. ...
* Learn how to make your top-performing employees stay. ...
* Handle toxic employees.

**10 Tips for a Better Work Performance**

1. Set Milestones. ...
2. Organize, Plan and Prioritize. ...
3. Stay Focused and Avoid Distractions. ...
4. Manage Interruptions. ...
5. Do one Thing at a Time (Don't Multi-task!) ...
6. Don't Leave Things Unfinished. ...
7. Read Something New Every Day. ...
8. Communicate Effectively.