**DOs & DONTs of Project Management**

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**DOs (in no particular order)**

* Foster an environment of teamwork and collaboration.
* Establish relationships of trust.
* Develop a sense of urgency and results orientation.
* Follow your instincts and gut feeling.
* Lead by example.
* Be transparent and honest.
* Tell the truth, even if people won‘t like it.
* Train yourself in project management. This course is a great start; keep up the good work!
* Challenge people when appropriate, in a respectful way, of course.
* Master the art of great communication.
* Learn when to use the different communication channels (email, phone, face to face, and so on).
* Own up to your mistakes and the mistakes of your team.
* Be accountable, responsible, and organized.
* Stay on top of your financials.
* Make sure you can give a project update to anyone at any time without having to read or go through slides. Top of mind. If you can’t do that, step up your game.
* Keep your team and stakeholders informed of where the project is at.
* Help people as much as you can without doing their job for them.
* Continue your learning journey; keep learning, keep studying.

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**DON’Ts (in no particular order)**

* Don’t treat people like you’re the boss, even if you are.
* Don’t arrive late for meetings.
* Don’t go unprepared to meetings, even if they are informal or with your team.
* Don’t rely only on what people tell you; test or check if you feel you need to.
* Don’t lie.
* Don’t cheat.
* Don’t take things personally.
* Don’t engage in “email battles”.
* Don’t reply to emails when you’re angry or upset.
* Don’t sit around and expect things to happen; make them happen.
* Don’t rely only on weekly meetings to touch base with your team.
* Don’t get caught up with methodologies; learn to adapt and remain flexible.
* Don’t be afraid to say NO or stand up to people, even your manager. With respect, of course.
* Don’t be afraid of making mistakes.
* Don’t be afraid of making decisions.
* Don’t be afraid of making mistakes when making decisions.
* Don’t let people push you around.
* Don’t let people bully you.
* Don’t give up when you know you shouldn’t.