

# Key Strategies for balancing tasks

Handling a mix of daily tasks and project management requires strategic planning. The following are essential strategies tailored from your provided passage:

## **Incorporate Buffer Time into Your Daily Plan:**

- Set aside periods in your day to deal with unexpected tasks, especially crucial after a day with consecutive meetings.

## **Realistically Determine Your Working Capacity:**

- Base your maximum work capacity on historical data, personal limits, and what's expected in your organization.
- Factor in a 10% buffer for emergencies and personal leave

## **Assess the Time Demands of Project Management:**

- Account for about 10% of your time for each team member you frequently interact with.
- Be aware that if project management consumes more than 80% of your time, other tasks might suffer.

## **Effective Task Prioritization:**

- Organize and rank non-project duties by considering organizational value, urgency, personal satisfaction upon completion, and the impact of not completing them.
- Distinguish between what's urgent and what's important.

## **Synchronize and Manage Responsibilities:**

- Combine project tasks with other duties and evaluate whether the overall workload is within your manageable capacity.
- If it's too demanding, look into delegating or reassigning tasks.

## **Task Delegation and Workload Control:**

- Delegate less critical tasks or those that can be managed by other team members.

- Identify team members who can responsibly take over specific tasks.
- Modify project objectives or deadlines as needed to control the workload.

#### **Regular Workload Reassessment:**

- Routinely (like every quarter) review your workload against your capacity.
- Work with your team and leadership to redistribute tasks to maintain feasible commitments and avoid overexertion.

#### **Master the Art of Declining Requests:**

- Be ready to say no to new obligations or meetings that might push you beyond your limits.

#### **Handle Part-Time Project Management with Extra Caution:**

- Understand the complexities of part-time project management and adopt additional measures to ensure its effectiveness.