



# **Project Management 101**

## **The Traffic Light model**

# Learning Outcomes

By the end of today's session, a successful student will be able to:

- ✱ Employ an effective project and personal management tool to keep you and your projects defined, manageable, and running

# A time management system that actually works!

- \* Forget 'more' - think 'smarter' / 'easier' / 'focused'
- \* Step 1: write down the things on your work 'to-do' list (say 10-12 items)
- \* Step 2: now imagine an ideal world, with no deadlines: rank the items on your list in order of **importance**
- \* Step 3: now rank the items on your list in order of **urgency.**

# Prioritizing Tasks

‘Traffic lighting’

Important

Not important

Urgent

Should be  
your main focus,  
obviously!  
(What % of your day  
do you spend in this  
zone, though?)

De-railers /  
distractions?  
How do you avoid  
wasting time on these?

Not  
urgent

Too easy to  
lose sight of these.  
What’s one thing  
you can do to  
keep these ticking over?

Just get rid  
of these!  
What can you  
cross off your  
list NOW?