

# PRODUCTIVITY CHECKLISTS

The below checklists are a starting point for thinking about daily, weekly, monthly and annual activities as a project manager. Use them as a prompt to ensure all of your projects are making progress and getting the attention they deserve, because it is easy to overlook the basics when work gets busy.

## Daily Things To Do

- Review your To Do list
- Check in with project team members who have tasks with upcoming deadlines or work that is stuck
- Deal with urgent issues
- Update the project schedule with changes
- Update project action list with any progress
- Deal with urgent emails, voicemails and messages
- Review work for tomorrow and get ready for anything that needs preparing

## Weekly Things To Do

- Update the project schedule, reviewing actual progress against anticipated progress and take action accordingly
- Review and act on project risks and changes
- Check in with the team and have a status meeting if required
- Check in with the project sponsor, product owner or senior customer as well as other key stakeholders and suppliers
- Prepare and circulate a weekly report if appropriate
- Review what's coming up next week and plan accordingly
- Say thank you to the team
- Plan for and prepare for upcoming project communications

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Managing Multiple Projects: How Project Managers Can Balance Priorities, Manage Expectations and Increase Productivity by Elizabeth Harrin (Kogan Page, 2022).

## Monthly Things To Do

- Capture, review and act on lessons learned
- Review milestones and key targets for next month and check they are on track to be achieved
- Prepare and circulate monthly reporting
- Review and update the project budget
- Review resource allocation and make sure people are available for work due next month
- Update project management documentation
- Hold a governance review via a steering group, project board, client meeting or similar
- Do some career development activity
- Scan the horizon for potential issues and act accordingly
- Review the business case and original proposal and ensure it is still viable

## Annual Things To Do

- Complete any year end financial tasks such as accruals, budget carry overs and settling outstanding invoices
- Input to or carry out staff performance reviews and schedule your own review with your manager
- Input to the strategic plan, prioritization and resourcing requirements for next year if required
- Organize a project celebration if you haven't had one recently
- Check you've taken your annual leave and plan what to do if you still have time to take
- Send holiday cards to vendors, colleagues and other stakeholders

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