

# HOW DO PROJECT MANAGERS STAY ORGANIZED?

## Every organized project manager's must-haves:

1. Planning in advance and long-term
2. Learning to delegate tasks
3. Project management software
4. Task prioritization

## Tips to become more organized as a PM:

- Make time for organizing
- Set notifications and reminders
- Build a change management plan
- Leave wiggle room in planning
- Practice leadership skills
- Master your communication
- Add milestones and deadlines
- Review the project once it's over
- Find mentors and inspirations
- Learn continuously

## Productivity tips for PMs:

1. Write everything down
2. Have one to-do list
3. Create task lists the night before
4. Share and seek feedback
5. Review progress regularly and often