PROJECT PLANNERS - WHAT DRIVES US WILD? WHAT KEEPS US SANE?  
[based on staff discussions during Winter 2009]

Minutes take hours, not minutes?  
- notes based on agendas, handwritten and photocopied  
- live note-taking via laptop  
- recording and transcribing later  
- record less: differentiate between actions/decisions and all else  
- organize notes for maximum end-user clarity.  
- keep brief: summary points, not full transcription  
- visual note taking (paper or board), photograph and distribute/post images.  

Meeting scheduling driving you crazy?  
- Sheila! (but she’s slated for other tasks, so use with discretion and permission)  
- Doodle student help  

Too many meetings?  
- insist on advance goals agendas, brief summary notes distributed within a few days  
  with decisions, tasks, homework, next meeting date, etc.  
- if more than one of us is scheduled to attend, confirm why: don’t overstaff.  
- consider alternatives: video or phone conferencing.  
- if low priority, procrastinate!  

Too many committee assignments?  
- clarify role & need - use as needed.  
- identify alternative (more appropriate) participants.  
- fly under the radar, avoid visibility when overwhelmed.  
- Refusnik: just say no.  

Overwhelmed by email?  
- stop using reply-to-all, and ask others to do the same.  
- use phone or in person unless written tracks are needed.  
- don’t let it be an interruption (shorten auto-check interval): e-mail is a tool, not a job.  
- sort by subject, and then read up from bottom until fully understood  
- use appropriate subject lines, and fix subject lines on a thread that has a bad one.  
- use search tools instead of sorting into folders  
- see Fred’s previous info sheet.  

Overwhelmed by tasks?  
- identify frustrations, and concentrate on fixing them  
- clarify goals to help set priorities  
- plan ahead, and check course repeatedly  
- use a task list or matrix creatively  

Overwhelmed?  
- take mental breaks - get up and walk around every 20 minutes.  
- go for a walk for lunch.  
- vary tasks during the day.