

QUICK TIPS – *FINISHING TASKS*

There are some people who start a task or assignment and, with a singular focus, bring it to conclusion.

Other people, however, often have so many things in process simultaneously that they actually initiate more activities than they conclude. This work overload is like trying to juggle too many balls. Inevitably, some of them will end up being dropped.

When one has an abundance of tasks that are only partially completed, an overcrowded work *arena* is created. Mentally, all these incomplete tasks are like open computer files – they constantly are jostling for your attention. This can serve as a source of unintended and unnecessary stress.

In addition, the outcome of each task has an inherent consequence. But because the task is still incomplete, the subsequent action that will be required of others obviously is being delayed.

A more manageable approach is to simplify your work environment by restricting the number of new tasks that are being initiated, while bringing to completion tasks *in process*.

Let's say that amongst everything that you have on the go, there is an assignment with a looming deadline, a task that is all-but-completed and a task that carries the greatest importance. You vacillate between them, with intermittent pecking.

Your action should be to complete the assignment with the looming deadline and the all-but-completed task first. This then will allow you to focus fully on the most important task in a dedicated and unfettered manner.

As you complete each task or assignment, a sense of accomplishment will replace that overwhelming weight and horrible feeling that everything is fragmenting out of control.

Adopting a systematic and timely approach to finishing tasks will help you to establish order with your work. In this way, you will be better able to prioritize your entire workload. It also will reduce the overall cycle time, because the outcome of the task will require follow-on action earlier.

Although it may sound counter-intuitive at first, you actually will accomplish more over the long-run, when you manage deliberately, by undertaking less in the short-term.

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