

## Getting Projects Done

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During a recent client coaching session, we were discussing, whether it was better to write out every step in a project in detail, or begin with the actions that could be seen. Their experience was that sometimes when you start mapping out a project in detail, it may seem so overwhelming that starting doesn't even happen. Sound familiar?

I can relate to that. And I find that if you do map out actions in great detail, things often happen that you couldn't have predicted in advance ie. as you move through the process, the whole project can change in an unpredictable way, requiring a new set of tasks to the ones you had planned. I think Lewis Hamilton and the England Rugby team can relate to this. And if you prefer history to sport, I am sure Columbus experienced this while searching for the passage to the Indies, when he discovered America instead!

Therefore, the message is: Get started on those big projects you have been putting off, identify the actions you can take immediately and keep thinking clearly of the end in mind. Do the actions and then plan the next ones, only as far as you can see and so on. For large projects it helps to break the task down into to say 5 major milestones where once you have reached those you know you are on track. And when the unpredictable happens, which it often will, keep a cool head and be prepared to adopt a new strategy quickly!

'A thousand mile journey starts with a single step' Lau Tsu

Wishing you success always,

Chris Cooper  
Managing Director

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