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## The Project Reformer's e-Tip of the Week

### 038: **Start Using a "To-Don't List"**

Bosses listen up...

How you spend your time matters far more than what you say when it comes to your staff or project team members. Are you holed up in your office or out where the work of the project happens? Do you stop when you walk a jobsite to fix a safety railing, pick up trash, and help someone struggling with a difficult task? Do you spend vastly more time asking questions or do you give direction?

Make no mistake, your staff and your team notice how you spend your time. They watch so they can survive. It's that simple.

Want to produce change? You need to give as much attention to what you choose not to do as you give to what you say is important. Focus. That's right, focus. Do one, maybe two things intensely for an extended period of time. I'm not saying the organization should stop doing everything else. No. I'm saying for you to stop doing everything else. Put all those other things on your "To-Don't List." That "To-Don't List" is a source to give your staff development opportunities. You can't bring about change if you haven't changed what you put on your calendar. Full stop.

This Project e-Tip was inspired by Tom Peters' manifesto **This I Believe** appearing on **ChangeThis!** and in his booklet **Project04: Snapshots of Excellence in Turbulent Times** TIB# 48. For more on project leadership visit **The Project Leaders' Studio™**

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