Long term projects & processes

> This overview can be visualized best with the help of a Kanban board. Suitable tools: Microsoft Planner, Asana, Microsoft DevOps, etc.

This guide describes a possible work methodology for getting work done efficiently and transprantly. This also allows to record the work done and get a overview over a large period of time.

A long-term assignment or project, respectively a repetitive work or activity can be recorded and brought into an overview with this working method. For short-term to-dos or partial work within such projects, orders or processes, I have worked out the following compatible working method for myself: Tasks to appointment w... | LNC DOCS (lucanoahcaprez.ch)

Procedure

1. Make a new section in your todo tool or notes tool where you can subordinate many projects and entities. Organize it in such a way that you can distinguish between projects (major work on a specific area that can be completed at any one time) and processes (repetitive work or contracts that have no end date or target state).
2. Think of a short descriptive name for your project or process.
3. Describe your thoughts about this so that you will know later exactly what this means.
4. Assign the project to an area of work (self-employment, hobby, volunteer work, etc.)
5. Roughly place the new entity between the other projects in time, so that the first prioritization can already be done.

These project names can then be used for the "Task to appointment working method" as the Subcategory of the workspace. It is then important that you use this name consistently throughout your calendar, to-dos, filenames, etc.

Completion of a project

If the work or project can be completed, the corresponding To-do can also be completed or moved to a different section. Here it is important that no further work should be posted on it. Otherwise, the overview of all projects and work is no longer correct.

Overview & evaluation

With this work methodology, you can see in a very simple format what major projects and processes you are working on and have an overview.

This helps me immensely to see where I need to invest the next time, because you can usually remember the rough status, but the number or details of the work is not necessarily present.

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