



a very positive impact on the project itself, and you can use this situation as a very practical test and find out who is the next in line for a promotion.

## Uneven Communication with Your Team and Employer



Many mistakes that occur in this project manager-team-employer communication triangle are just a consequence of a misunderstanding in most cases. For you not to lose your mind while juggling multiple projects simultaneously and to be sure that everything is under control, the solution is quite simple – communicate.

So, at the start of every one of your projects, make sure to determine the communication medium which will be the official channel to share relevant pieces of information with your team. It's also a great idea to have most of it in the transcribed version; as it can serve as a reminder to your employees. Other than that, it can be simpler for you to determine the cause of a possible mistake.

Obviously, a quality project management software can be used for this purpose. However, letting your stakeholders have this much insight into your business is probably overboard. Every client will be grateful if you're consistent with your status updates and provide solid evidence about the progress of their project at regular intervals.

Not only providing constant updates helps with credibility, it also offers other benefits. Giving your stakeholder insights about the stages and direction of the project can help you in

identifying mistakes and eliminating them in the middle of the project. Obviously, this will save you a lot of time on later corrections because it's much simpler to make improvements during the production process rather than after project completion.

## **Store All Information Pieces in One Place**

For a project manager, it is a necessity to have a clear overview of all projects. For that to happen, you can store all information in a central database, where a project management software can help. If you do this, you no longer need switch from one list of tasks and dates to another, trying to memorize it, and assign new tasks based on the information you gathered.

If you mix up your calendars, you will get a very accurate insight into everything that is going on around your project at any given moment. Therefore, make sure that each new project, its deadlines and production processes, are neatly integrated into one comprehensive calendar.

## **Use Helpful Tools to Boost Efficiency**

If you try to do your job with the "off the top of my head" approach, that is not going to work. When it's required to juggle multiple projects, you will have to act on highly precise data which is why you should have access to every detail.

Leaning onto your memory in this case is equivalent to creating a serious stress source. We live in the age of cutting-edge technology and this is something you need to use to your advantage – your competition definitely will, have no doubt about that. Therefore, you most certainly need a highly functional project management software. It will provide you with a constant flow of data you can use to manage projects and boost efficiency on a team level.

With all of this in mind, it will be simpler for you to do your job properly and therefore, contribute to the development of your business. Planning is the core of successful project management, so you shouldn't make any rash decisions, keep your head clear and surround yourself with capable team members and highly functional tools.

## About the Author



### **David Miller**

California, USA



**David Miller** is a technical writer currently associated with [ProProfs Project](#). He enjoys writing about emerging project management products and its latest trends. He lives in Detroit, Michigan with his wife. In his spare time, David loves exploring the city, listening to Metal music and riding.