



Build Gantt Charts to Time Your Steps





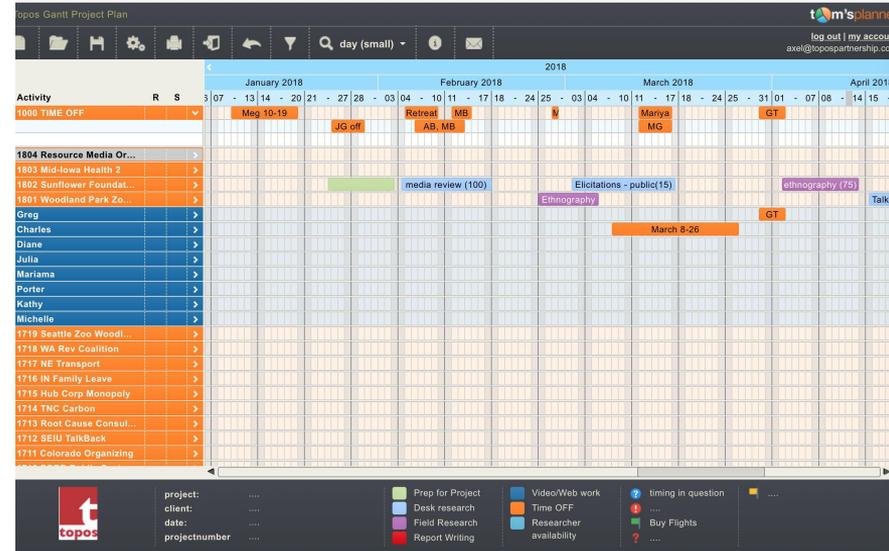
Workers think of spending time.

Leaders think of using it.

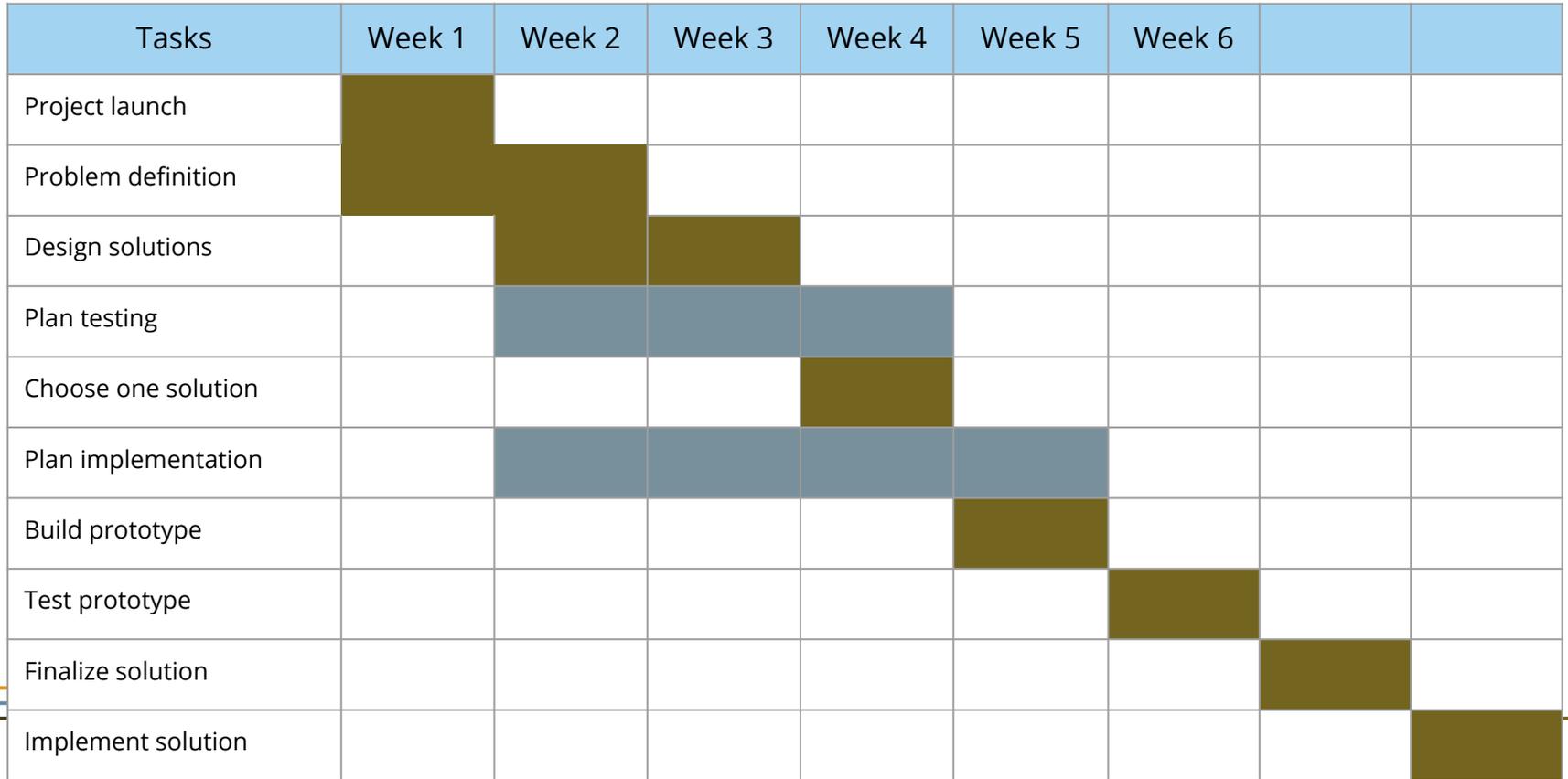


Gantt Chart Methods = HL pages 248-250

- Use your ordered list of tasks from the dependency tree to focus on the top 10 big, critical tasks
- Start with the first one to be started
- Work down to the last task to be completed
- Add a start date and duration for each
- Assign a person to each task
- Look for any person who might be overloaded at some points in the project
- Add each task to the Gantt chart in the order of their start dates, ascending



Gantt Chart with the Critical Path in Gold



The Gantt Chart Must Land in Your Calendar to Work

- Any plan or promise must land on your calendar to avoid
 - Missing deadlines
 - Over promising because you don't know how much you have to do
 - Being late to meetings
- Develop the habit of adding time to keep the promise to your calendar any time you make a promise to yourself or someone else
- A Gantt chart is your promise to yourself and others about how you can complete your project in a rational, methodical, optimally-paced way

