

Natural Healing Express Weekly

Column Volume258 Project Planning Tips

Last week we discussed the five steps to Creative Project Planning loosely based on David Allen's "Getting Things Done". Here's a quick review.

Five Steps to Getting a Project Planned Creatively

1. Define Purpose and Principles
2. Outcome Visioning
3. Brainstorming
4. Organizing
5. Identify Action Steps.

We have learned how to creatively plan our project, now we just need to get started! In every major project I have been involved in, the first glance is always the most intimidating! So, how do you eat the elephant? The answer is ONE BITE AT A TIME. And, I have learned a few "tricks" along the way.

Let me explain what I mean by "tricks". I use items as motivators when I get overwhelmed or when I just don't feel like doing what I said I wanted to do in the beginning. For example, right now, I am NOT exercising like I should. My subconscious excuse and highly crafted doctoral EXCUSE is this – I am not working out because I have too much stress going on and with the stress hormone, even if I did work out, I couldn't move my adrenals /metabolism so I am just wasting my time.

There's the excuse. And what have I done to overcome it? Well, with Halloween right around the corner, I have created my work out "costume". When I put on my bike shorts, bike shirt and socks, I am much more committed to working out because I have on my costume. Get it?

After moving into a new home, there was a lot of painting to be done, so guess what? I have a paint "costume". Albeit, it's kind of ugly, but it's motivates me to finish the painting and I guess that is the whole point. So, get creative and make yourself a project costume. Maybe it's as simple as a comfy sweater if you are a knitter or a crafter.

The next helpful trick is to simply set aside the time and make it part of your routine. One Wednesdays at 6:30pm, I play euchre with my friends. Or At 10:30am on Sundays, I attend church. So, it's easier to say on Sunday at 4:00, I will be working on my project.

The next step is setting up space for your project. And Lord knows, we all could use some more space. I have found it is much easier to have a designated area for a project so you don't feel overwhelmed about setting up and tearing down all the time. In the new home, we are designing a Creative Room.

This means it is a "creative area". There is a table or two with comfy chairs and great music. And areas for each person to have their "creative stuff". Since mine is mostly yarn and paint, I simply have storage baskets. When I am working on a project, I bring the basket to the table and work. And that's my "area".

I have set up my “space”...However, I have noticed that no one has informed the cat of this or perhaps he does not respect my boundaries. I suggest a door!

Next, get the tools you need. There is nothing to me more frustrating than trying to MCGuiver (us old folks know what this means) every broken thing with a Phillips screwdriver and duct tape. Seriously, I own a “girlie” toolbox that actually has “tools” in it that make sense to women. And I can LIFT the box. I don’t have to do strength training to open a drawer. And it’s pink. Don’t judge, but I can get around almost every obstacle with what I have stashed in there. Except to quote Brother Joe Green –a broken heart. It’s hard to fix a broken heart with a girlie tool box.

So, I have wine, but I digress.

And, in addition to “tools”, get yourself some PAPER, and some colored pens/pencils, tape, a calendar, and post its. Get the tools YOU need for YOUR project. Lord knows you need post its. If only to stick one on the door that says, “Project Time- If you are knocking, someone better be dead”.

I also use a filing system if I am doing a paper heavy project! Buy fresh folders; don’t try to re-use those old ones by flipping them inside out. You will just aggravate yourself down the road.

And file in a way that makes sense to you. Some people are alphabetical. Some people have a thinking trail. For example, if your project is planning an RV trip across America for 2017, your Illinois/Wisconsin folder may be first in the system, followed by the Iowa, Nebraska, Colorado, Wyoming, Nevada, California one. Because that it is the trip route and the geographical/chronological way you would use it. Remember, it only has to make sense to you, it’s YOUR project!

One final note, put down the Cell phone when you are doing your project. Your project time is NOT your “free time” for everyone to girm you. Girm is our term for taking up YOUR time with THEIR problems.

Enjoy! Hope to see you soon and as always, please contact us via one of the following methods. Natural Healing Express: Phone 815 990 8732, email: skscham@aol.com 204 W Main St, Lena, IL 61048.

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