

Checklist: 10 tips on How to meet your deadlines!

#1 Only commit to what you can do!

Never agree to an impossible deadline neither to please someone nor to win an order.

#2 Put it in writing!

Always record your commitments and deadlines in writing. It will help to counteract your forgetfulness.

#3 Identify the purpose!

When you agree to a deadline, describe in detail what is to be accomplished, completed or shipped by this deadline and why.

#4 Learn to say no!

Reject unrealistic requirements right from the start. Say „No“!

#5 Agree on specific deadlines!

Set precise dates and if needed even the exact time when a task is to be finished.

#6 Set deadlines for milestones

When larger projects are involved, it is best to partition the project at the start. Set deadlines for milestones and agree with them with your employees.

#7 Keep others informed

Tell your co-worker and employees about your commitments and also the deadlines for the milestones. This will help you to define goals. It serves as an additional motivating element and will help you to stick with the milestone deadlines.

#8 Always plan with contingencies!

Learn to make realistic time estimates! Do not load up your entire schedule. You should keep at least 50% of your time reserved for contingencies and breaks.

#9 Do not try to be perfect!

There are things where you need to avoid making mistakes at all costs. But there is plenty of work where it is sufficient to get things done as best as possible. Anyone who wants to ship a 100% perfect solution all the time will never meet the agreed to deadline. Avoid this!

#10 Get help early!

When things get sticky you should consider: What activities do I have to take care of myself, what can I delegate or outsource? Who can help me right now: employees, suppliers, partners?