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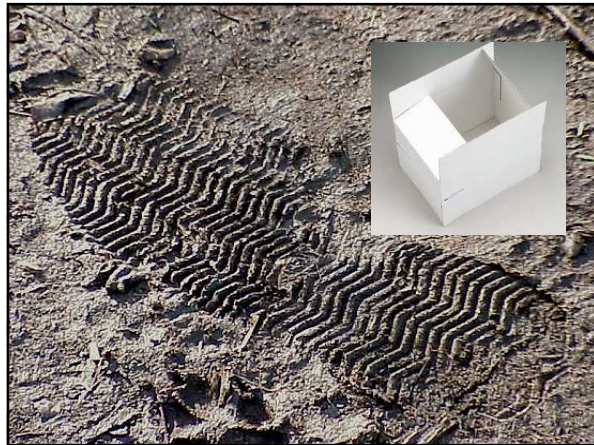
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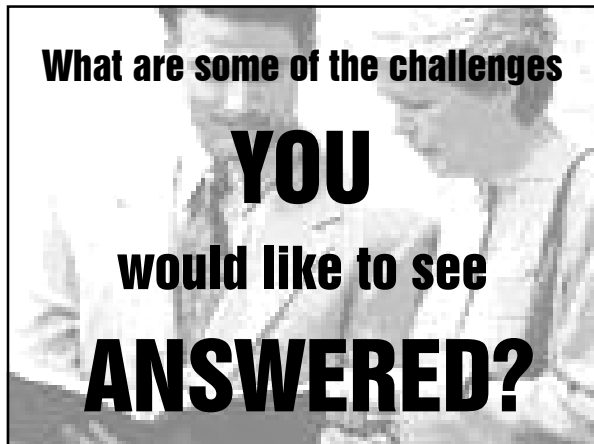
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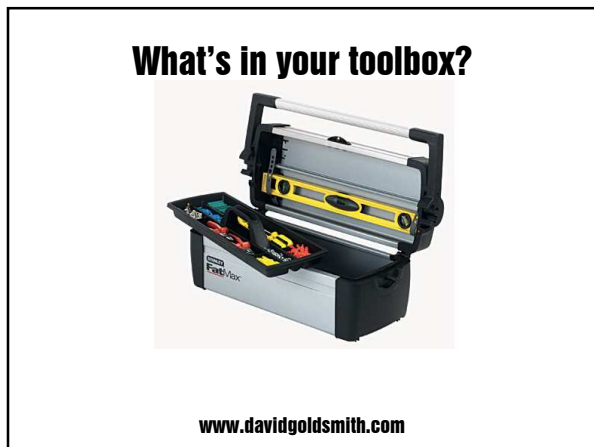
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“annnd the horse \_\_\_\_ BY A  
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(the other horse \_\_\_\_ BY A  
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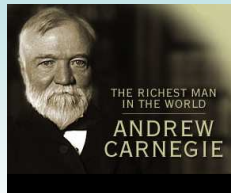
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### Doing More With Less...



Cotton Gin 1793



1890's

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#### ANDREW CARNEGIE

“He was possessed by technology and efficiency in a way no businessman before him had ever been. His relentless efforts to drive down costs and undersell the competition made his steel mills the most modern in the world...His vast steel mills at Braddock, Duquesne, and Homestead boasted the latest equipment. As technology improved, Carnegie ordered existing equipment to be torn out and replaced. He quickly made back these investments through reduced labor costs, and his mills remained always the most productive in the world.

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## Change Your Speed of Change



2000-----2006-----2010-----2025

1800-----1900-----2000

*David Goldsmith*

*MetaMatrix Consulting Group*

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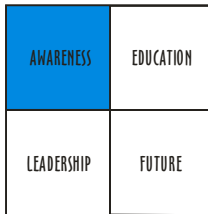
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THE COMPLETE MODEL FOR THE DEVELOPMENT OF  
LEADERSHIP AND MANAGEMENT

### ENTERPRISE THINKING™



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P: (315) 582-3157 W: www.metamatrixconsulting.com

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**AWARENESS – Manufacturing Video**

**Drew Costakis**

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**People don't  
show up to work  
to screw up.**

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**EMPOWERMENT**  
**What's your strategy  
to empower others?**

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**YEAR  
2015**

*How will the Promotional Products industry  
do business in the future?*

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**ENTERPRISE THINKING™**

<p>Find New Knowledge Understand World Values Watch Competition</p>	<p>Think Enterprise Plan for Planning Co-Build Co-Develop Create Product &amp; Services Utilize Technology</p>
<p>Lead the Charge Empower Properly Adapt to Change Destroy To Build Put Sales 1st</p>	<p>Build the Future Control Your Time Spot Trends Become A Virtual CEO</p>

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# ***MANAGING PROJECTS***

***How to INSURE PROGRESS the fastest***

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**Simple Question...**

**Why do YOU**

**work on projects?**

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# PROJECTS

Are the building blocks of business



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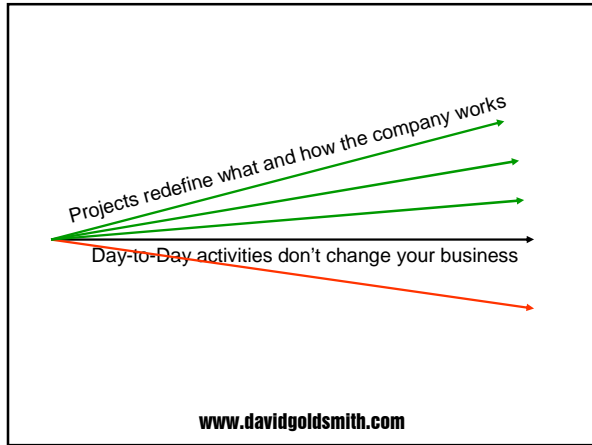
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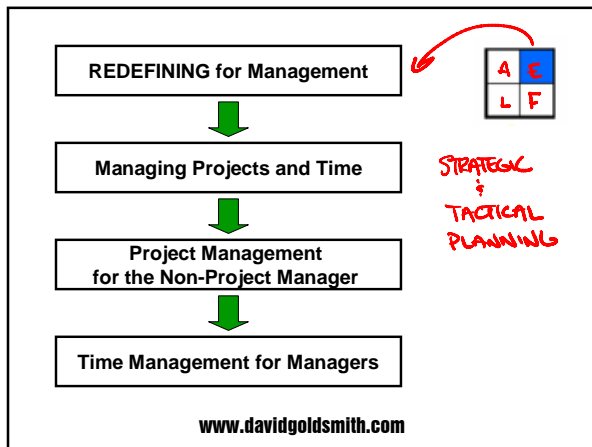
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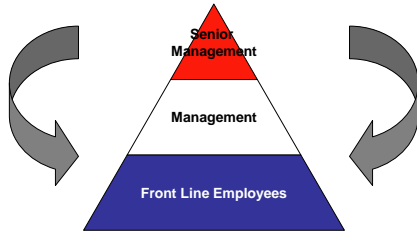
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**Your job is build success ...**



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**Clarification**

**There's a DISTINCTION,  
between  
doing your JOB  
and  
managing a PROJECT**

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**Your Job/Tasks** - are actions you must do every day to hopefully achieve your strategic mission.

Operations Manager must insure that items ship on time.

HR Manager may have to complete hiring forms.

IT Manager may have to fix a down system.

**Project** – activities that include multiple activities and over a duration of time. May include multiple people. Often complex.

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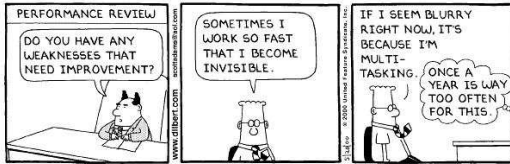
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## Multi-Tasking



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- Shifting from task to task
- Non productive
- Something's got to suffer
- Woman are great at multi-tasking

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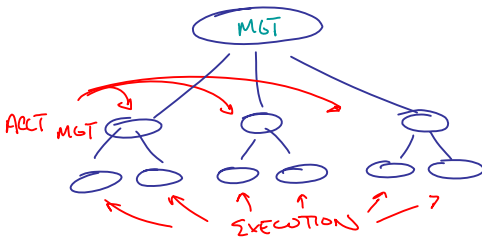
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## Sales Management



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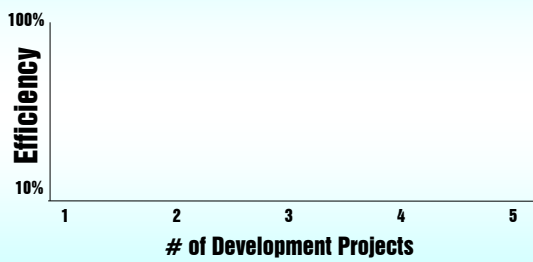
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## PreQuip – Productivity/Engineer




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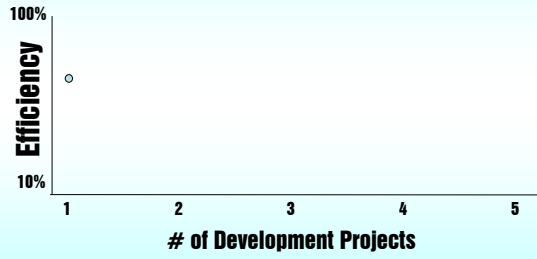
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### PreQuip – Productivity/Engineer



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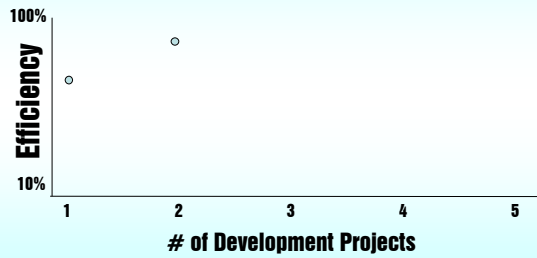
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### PreQuip – Productivity/Engineer



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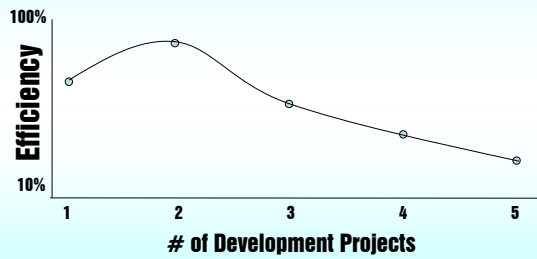
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### PreQuip – Productivity/Engineer



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**PreQuip's statistics were confined to a typical business day. Some long, some short. One that you might experience.**

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**Doing 2 Things At Once - Mark Levy**



**Sign Your Name**

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**It's like dieting**

You pick your projects  
There are always temptations  
Keeping on target is a commitment  
The results are not far behind



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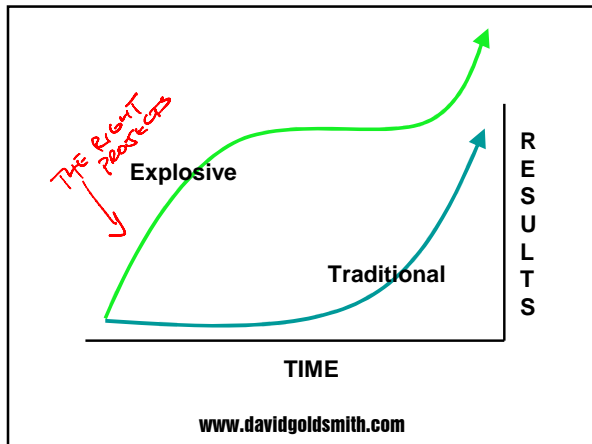
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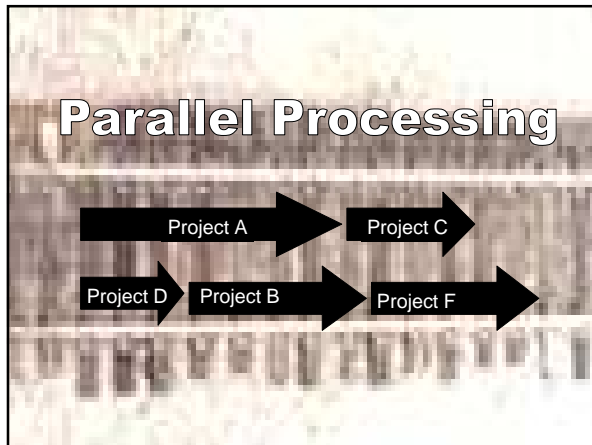
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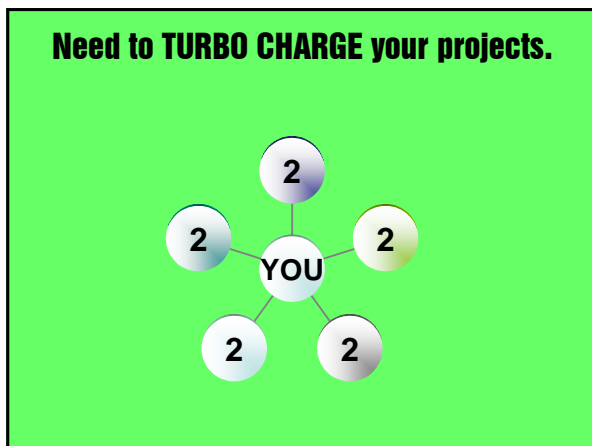
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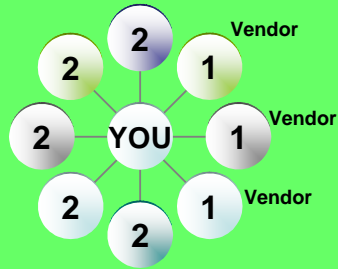
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## TURBO CHARGED



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**This principle can be applied to your personal life also. You may have 2 projects at work and then 2 at home. It's creating a balance in your life.**

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**If you have a complex project with multiple sub projects you may be picking two of the projects and obviously the two that have the most impact.**

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## Evaluating Opportunity

Projects	Time (Max Hrs)	Impact On Firm (1-100)	ROI \$ (Min)	Money Invested (Max \$)	Priority Selected
Move Office	300	72	\$750K	\$300K	3
Improve Workflow	60	98	\$1M	\$25K	1
Floor Redesign	100	68	\$300K	\$200K	4
New Software	50	75	\$1M	\$22K	2

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## PRINCIPLE

**THE BEST MOVE  
MAY NOT BE  
YOUR BEST MOVE**

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## Budget of \$100,000

Project A      \$80,000  
 Project B      \$17,000  
                     \$97,000

Add Project C      \$3,000  
 Small project  
 Fast turn over

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### Fatal Mistake #1

Project A	<del>\$80,000</del>	④ SHORT CASH NOW 2X MONTHS
Project B	<del>\$17,000</del>	② PROJECT CUT BACK
	\$97,000	③ DELAYS + OVER RUNS \$21,000
Add Project C	<del>\$3,000</del>	① OVERBUDGET BY \$2,000

- ③ EMPLOYEE CONF DROPS
- ⑥ CHASING TAIL FOR MONTHS

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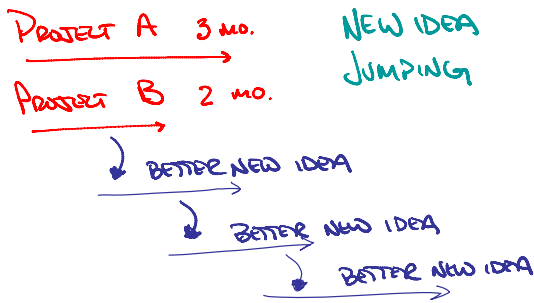
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### Fatal Mistake #2



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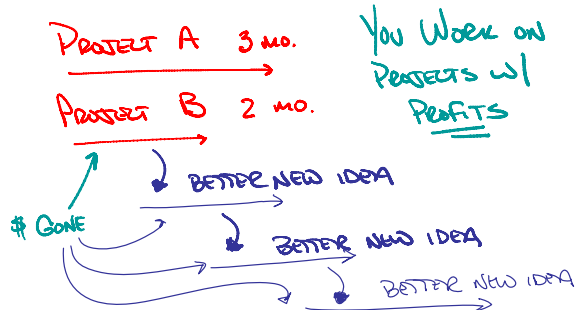
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### Fatal Mistake #2



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## Q. What about my current projects?

Start cutting 33 is better than 61.

You may find what you thought was important, after analysis was not your best choice.

Begin to focus your \$ and talent in the highest priority areas.

You should immediately start seeing returns in profits, moral, hiring, etc.

Employees will feel in control

6 months later you will have begun to see a more manageable level.

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## 6 Guidelines

Your job is to manage projects in management

Your day to day tasks are not projects

You will be the most productive if you work on two projects at one time.

Everyone you manage can work on 2 projects each.

Good management picks the projects with the most potential to accomplish.

Don't believe you over-ride the formula by working more hours.

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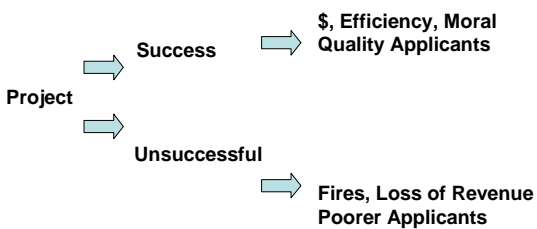
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## Good Projects vs. Poor Projects



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**Alfred A. Montapert**

**Do not confuse motion and progress. A rocking horse keeps moving but does not make any progress.**



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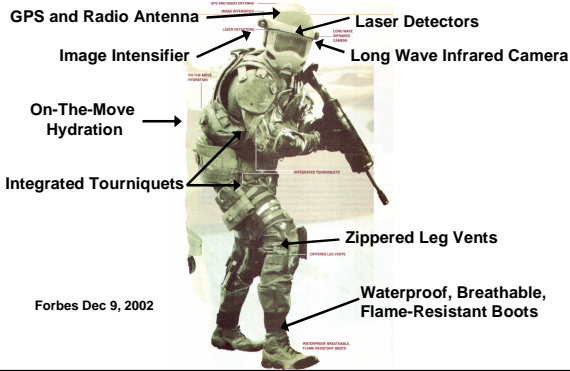
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### **PPAI Soldier of Tomorrow**



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**The goal is not to work harder  
The goal is not to work smarter  
The goal is to work LESS!**

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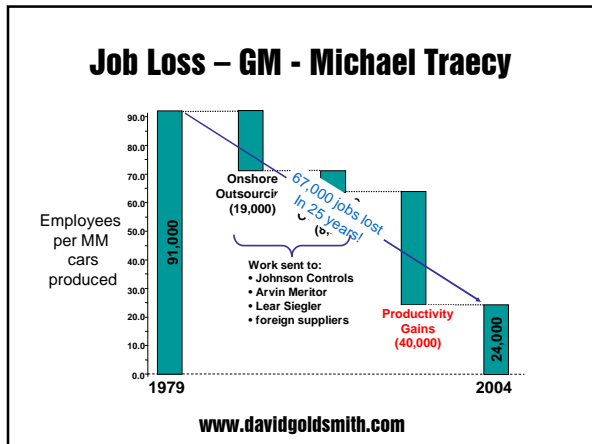
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