

Chaos of A Project Manager
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1. Establishing Filing System
 - a. Numbering/Alphabetical System
 - b. Manual
 - c. Electronic
 - d. Color Code
 - i. Establish Color Per Year
 - (1) File Folders/Labels
 - (2) Shop Drawings/Submittals
 - (3) Plans Bags
2. Faxes
 - a. Color Paper
3. Paperwork
 - a. Handle Paperwork Once
 - b. Clean Up Clutter/Dispose of Paperwork
4. Email Messaging
 - a. Set Limits/Times
 - b. Inform Client You Only Check Messages 2 Times a Day
5. Time Management
 - a. Outline Time/Planning Per Project
 - i. Time Allotted for Each Project Each Day/Week
 - ii. Identify Team Roles
 - iii. Delegate Responsibilities
 - iv. Team Meetings



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