Essential Project Management Tips
(especially when using a shared resource)

1. People tend to underestimate how long a task will take them, especially when they are new at it. To plan, start with your initial estimate of how long a task will take you, quadruple it, and plan your time with that estimate in mind.

2. Don't rely on getting time with the resource the day the work is due.
   - Don't rely on getting time with the resource two days before the work is due, either.
   - Don't rely on getting time with the resource three days before the work is due, either.

3. Assume there will be technical glitches. Plan ahead so that you'll have enough time to finish your work even if (when) there is a minor or short-term technical problem with a shared resource.

4. Make a plan for completion of the work. Think about dependencies between tasks, and what resources are necessary for each step. If you have a task that requires use of a shared resource, complete its dependencies early, as quickly as possible, and then start work on that task right away.

5. Fully utilize your time on the shared resource. Prepare in advance, so that you won't waste your time on the resource doing work that doesn't actually require use of the resource.

6. Last-minute requests for extensions do not reflect well on your time management skills. If you have planned properly, you will know much earlier that you'll need more time.