



APPROACH

ADVANCED PHOTONIC PROCESSES FOR NOVEL SOLAR ENERGY HARVESTING TECHNOLOGIES

5th APPROACH Workshop for Administrators, Managers, and Leaders

“Juggling Several Projects at Once: How to Stay Organized”

7th October 2025



OUTLINE

- The reality of managing multiple projects
- Common challenges that create chaos
- Building structure and setting priorities
- Tools and communication systems that work
- Delegation, teamwork, and leadership rhythm
- Reflection: how to turn chaos into clarity
- Key takeaways



The Everyday Reality

Research and project work often means:

- Many projects running together
- Conflicting deadlines
- Too many emails and meetings
- Limited time for real thinking

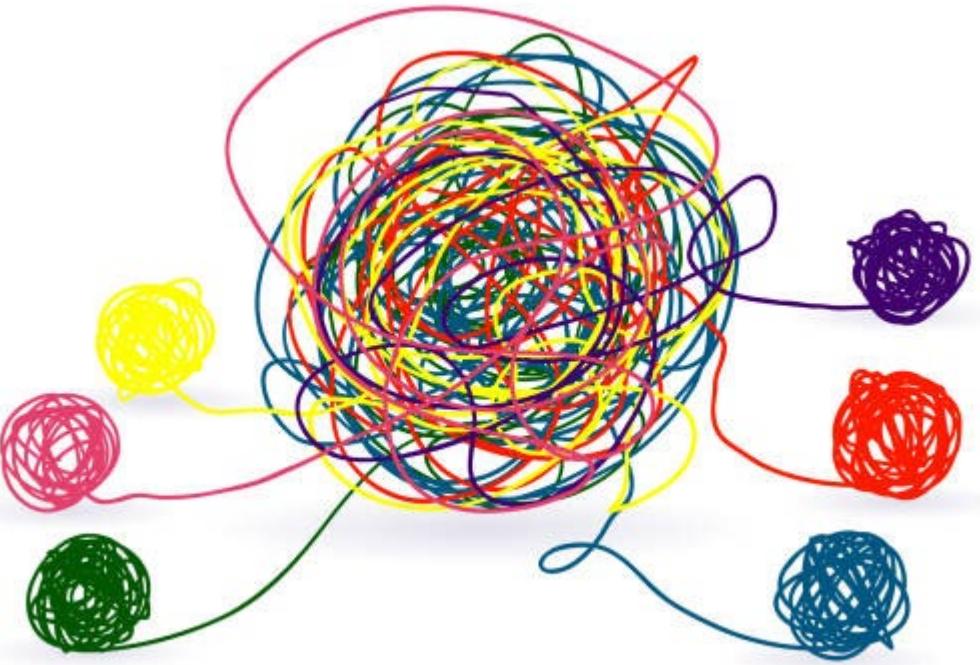


This is how most project environments look: full, demanding, fast.
We can't remove complexity, but we can manage it with structure and rhythm.

Common Challenges

These are the main obstacles to good organization.

- Constant task switching
- Trying to control every detail
- Working reactively instead of proactively



Our focus breaks when we switch tasks too often.

We also lose time when we react instead of planning.

What Organization Really Means

Organization means:

- Clarity in roles and priorities
- A predictable rhythm of work
- Simple systems that everyone understands

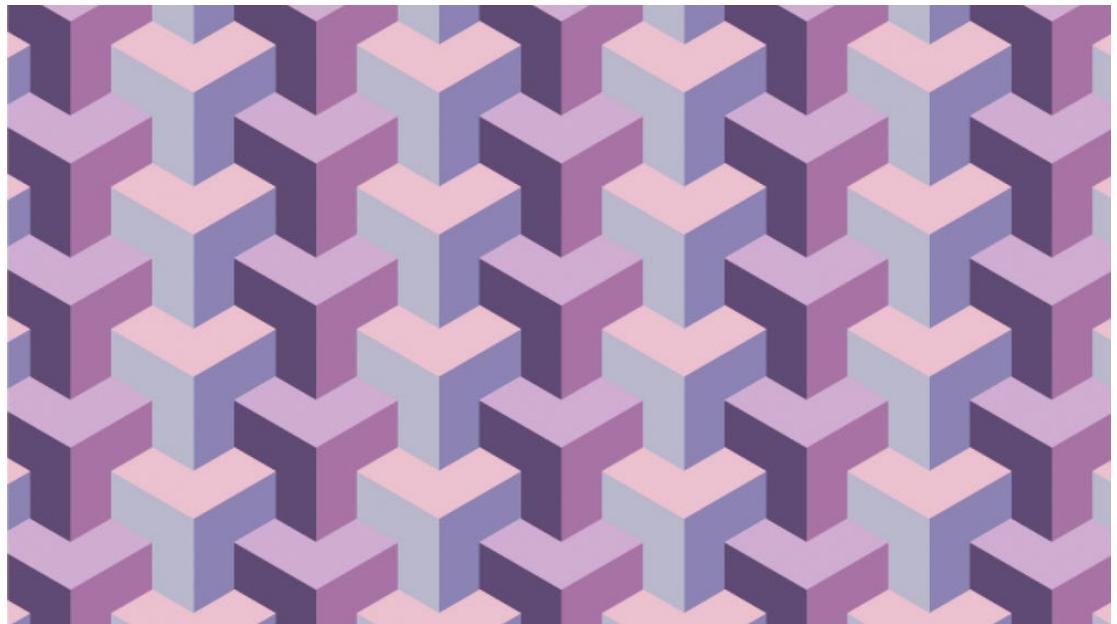


Organization isn't about control, it's about clarity.
When teams have rhythm, work-flows and people feel calm.

The Importance of Structure

Clear structure brings:

- Better focus
- Smoother teamwork
- Fewer delays
- More time for creative thinking



“When people know where things are and what’s expected, stress drops immediately.

Structure makes collaboration easier for everyone.”

Weekly Planning Habit

Weekly planning keeps projects steady:

- Review last week's progress
- Move incomplete tasks
- Choose 3 clear goals for next week



*“This habit keeps chaos from building up.
A short planning moment creates calm and direction for the
whole team.”*

Prioritizing What Matters

When everything feels urgent, ask:

- Is it really important?
- What has the biggest impact?
- What can wait or be delegated?

“Use these questions to manage attention. Sometimes the loudest task is not the most important one.”

The Eisenhower Matrix

Important
Not Important

Urgent

Do it first

High-value tasks that have set deadlines & consequences if not completed in time.

Ex.

- Finalizing materials for launch
- Fixing an emergency technical problem
- Handling a customer conflict

Not urgent

Schedule it

High-value tasks around long-term goals with no set deadline.

Ex.

- Strategizing your product roadmap
- Taking a training course
- Revamping your marketing strategy

Delete it

Low-value tasks that interrupt your focus & pull time from your other tasks.

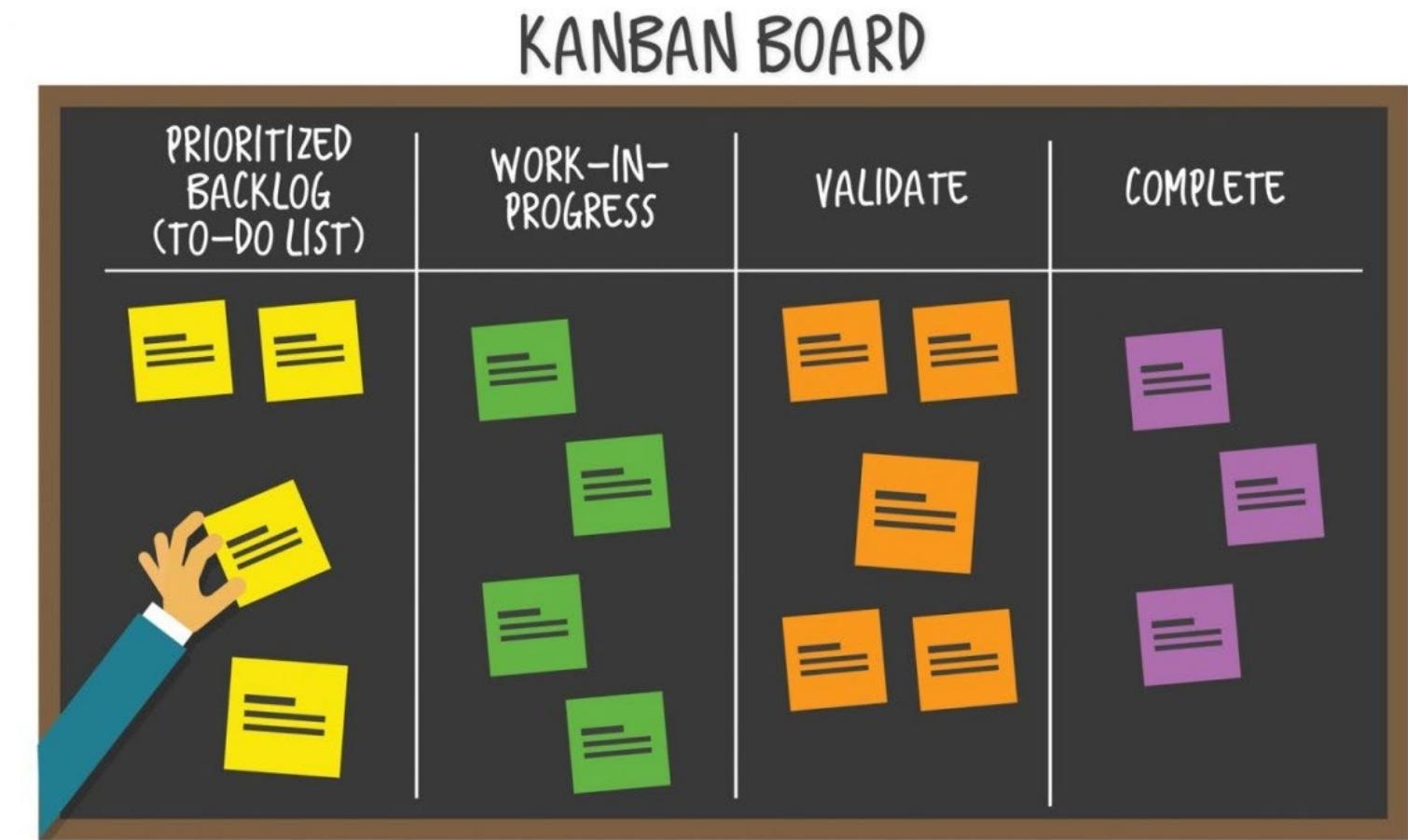
Ex.

- Responding to some emails
- Managing meetings
- Scheduling your calendar

Simple Tools for Organization

Good tools are:

- Shared trackers (Google Sheets, Asana, Trello)
- Clear responsibilities and deadlines
- Regular updates from all partners



“Use one shared space where everyone can see progress. Even a simple shared spreadsheet can prevent confusion.”

Communication Discipline

To avoid confusion:

- One main channel per project
- End meetings with clear actions
- Store all decisions in one place

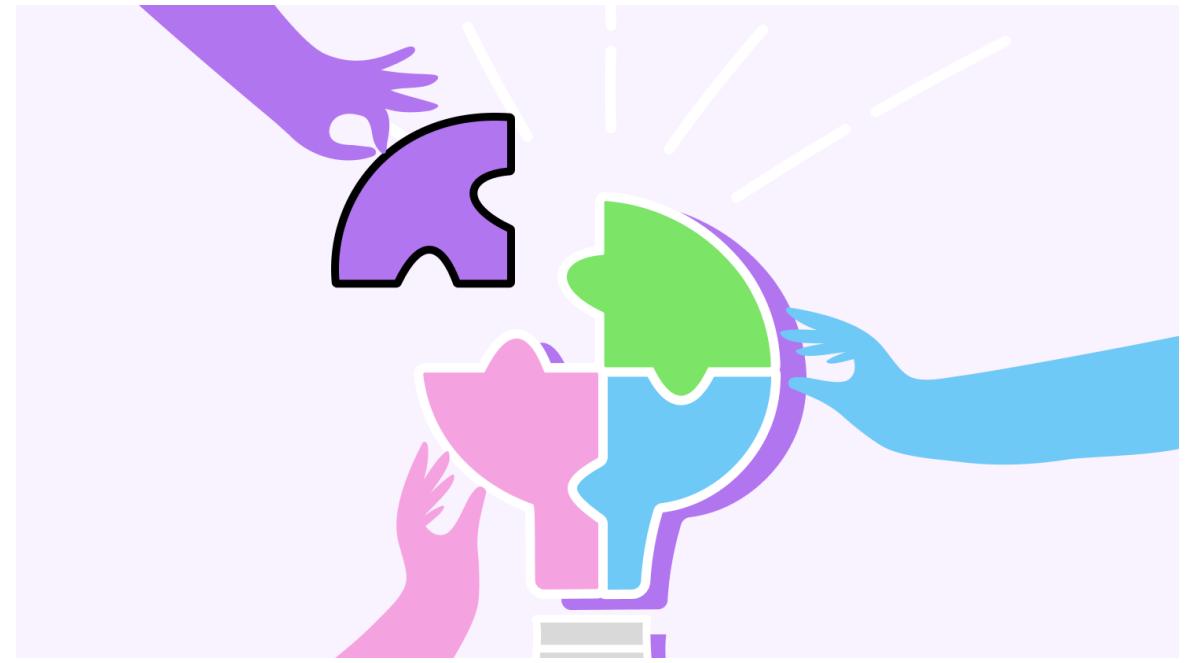


*“Communication systems save time.
If you agree on one main space for messages and decisions, your team gains
hours every week.”*

Delegation and Collaboration

Delegation works when:

- Goals are clear
- Tasks match skills
- Progress is reviewed regularly

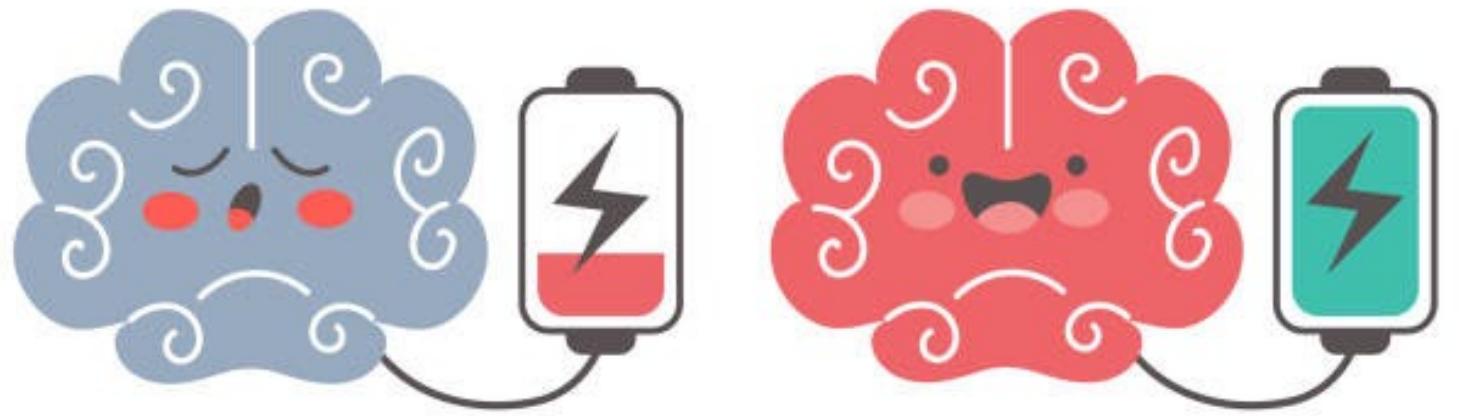


*“Delegation is not about control.
It’s about distributing work clearly so everyone knows their role.”*

Managing Energy and Focus

Productivity depends on:

- Doing demanding work at high-energy times
- Grouping similar tasks
- Taking short breaks



*“Managing energy is more effective than managing time.
Know when you’re most focused, and protect that time for deep work.”*

Leadership and Team Rhythm

Leaders set the pace.

- Calm leadership = calm teams
- Predictability builds trust
- Clear rhythm reduces stress

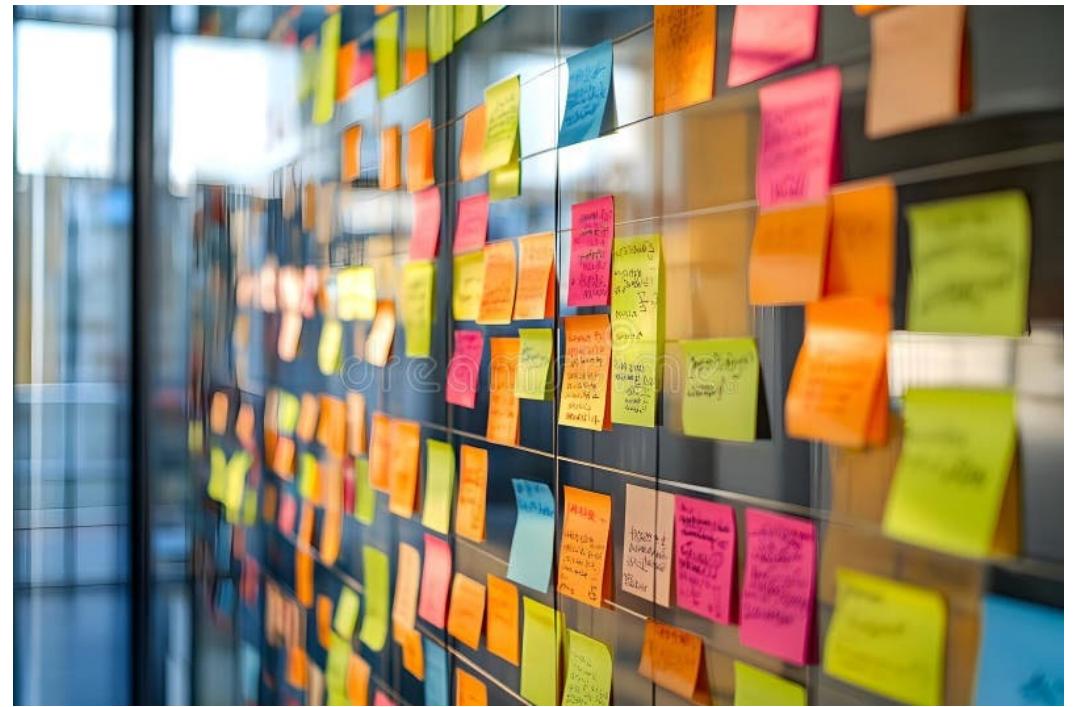


“When leaders stay organized and calm, the team follows. Rhythm and stability help people perform better and feel supported.”

Reflection Exercise

Think about your current projects:

- What creates the most confusion or pressure?
- What simple change could improve it?



“Take a moment to reflect. What small step could make your week more organized, a checklist, a shared folder, a meeting rule? Small improvements have big effects.”

Closing

We will always have many projects.

Project life will always be full, but it doesn't have to feel chaotic!

But with structure, clear priorities, and calm communication, we can manage them with confidence and balance.



Thank you for your attention.



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THANK YOU

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