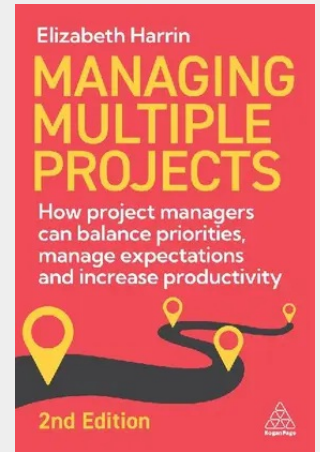


## Managing Multiple Projects

How Project Managers Can Balance Priorities, Manage Expectations and Increase Productivity

Project management is becoming even more complex. Regardless of their industry, every project manager will be taking on an increasing number of projects bringing a new set of challenges for them to navigate. Combining an overview of formal project management techniques with strategies for time management and productivity, **Managing Multiple Projects** is an essential guide for project managers to understand how to balance priorities, manage expectations and increase productivity while managing multiple projects at once. This second edition is fully updated and draws on the latest trends in project management. From managing hybrid and multigenerational project teams to integrating change management techniques, this book includes content on how to work with AI and robotic process automation as well as guidance on balancing multiple methodologies, offering the key to working in the new project ecosystem. Checklists for common tasks and adaptable templates of trackers and reports are provided alongside easily actioned exercises to improve processes. **Managing Multiple Projects** has the tools needed to improve the chances of project success and get results. The book also includes online resources including downloadable templates of productivity checklists and status reports.



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