

# Project – YOU



# Own It!

Life lessons from a seasoned Facility Management professional

Jim Loesch, CFM, IFMA Fellow

# Why? What is in it for Me?



NEW  
YEAR

✓ GOAL

✓ PLAN

✓ ACTION





There is value in setting goals  
and having a **Plan AND back-up Plans!**





Consider more than money  
when assessing **cost**.



# WHY Plan?

The reality:

Very few things in life  
you can **Actually**  
**Control!**



# WHY Plan?



The reality:

**Time** is a finite resource, there is **Never Enough!**



# WHY Plan?



The reality:

Without **Goals** you  
have no direction or  
**Purpose.**

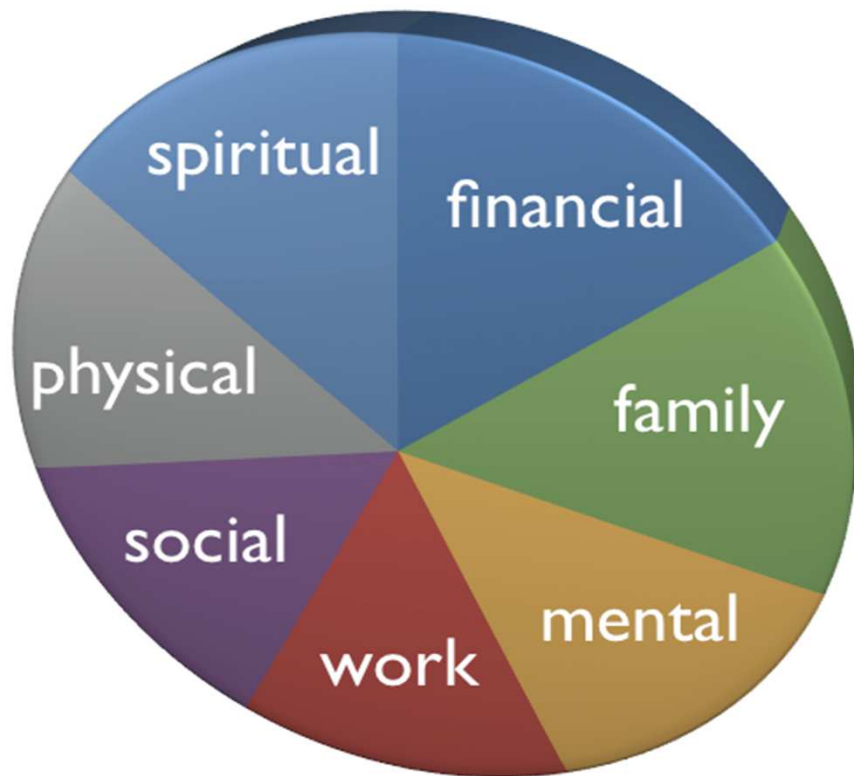
# WHY Plan?



## The reality:

Having a well thought-out plan, and sticking to it (and adjusting as necessary) increases the likelihood of **Success!**

# WHY Plan?



The reality:

Work is not all that there is. Seek **Balance.**

GALLAGHER



I WISH I HAD  
SPENT MORE TIME  
AT THE OFFICE!

# **What I Learned**



**Wishing does not make things happen!**



# Don't underestimate the value of Having a Plan

	Sat	Sun	Mon	Tues	Wed
B	Poptarts, Muffins	Muffins, Sandwiches	Cereal, Bagels, Fruit	Puff Pastry, Nut & Fruit	Butter & Raisin
L	Sandwiches	Lunch Meat, Sandwiches	Meat, Sandwiches	Pastry, Chicken Salad, Fruit	
D	Hot Dinners	Tacos, Pizza	Hamburgers	Roast Beef, Pasta, Salad, Fruit	<del>Roast Beef, Pasta, Salad, Fruit</del>


makoodle.com

“ Eighty percent  
of **success**  
is showing  
up. ”

Woody Allen

# Project - YOU



- 
- What are your **goals** - professional, personal, financial?
    - Short-term
    - Medium-term
    - Long-term
  - Do you have contingency plans? What are they?

October 03, 2018		October 2018	November 2018
Wednesday		Su Mo Tu We Th Fr Sa	Su Mo Tu We Th Fr Sa
		1 2 3 4 5 6	1 2 3
		7 8 9 10 11 12 13	4 5 6 7 8 9 10
		14 15 16 17 18 19 20	11 12 13 14 15 16 17
		21 22 23 24 25 26 27	18 19 20 21 22 23 24
		28 29 30 31	25 26 27 28 29 30

3 Wednesday		Daily Task List
IFMA World Workplace; Charlotte NC		Arrange By: Due Date
7 am		
8 00	"Jim - First time attendee" has been updated. Westin, Providence Ballroom, 1st level Linda Loesch	
9 00		
10 00	Linda (optional) Keynote Address - Kyle Petty 3rd Level, Crown Ballroom	
11 00		
12 pm		
1 00		
2 00		
3 00	Prep call for WWP Session 7.07 <a href="https://meetings.ringcentral.com/j/1496255741">https://meetings.ringcentral.com/j/1496255741</a> - Speaker Ready room cduvall@avancell.com	
4 00	Jim & Linda - Cathy's Credential Meet & Greet Westin, 601 South College Street loesje1@outlook.com	
5 00	Jim - Capital Chapter Reception at World Workplace Fahrenheit-Charlotte, 222 South Caldwell St., Charlotte, NC, 28202, USA, 703-691-IFMA	
6 00	Jim - FIBS reception Westin Charlotte Lobby bar	Jim - Credentials Recognition Reception Westin Charlotte Lobby Leve
	7:00pm - 10:00pm Jim_Linda - Welcome Reception(NASCAR Hall of Fame)	

loesje1@outlook.com 3 1/25/2019 12:05 PM

**When** do you want to achieve each of your goals?

What are the

known durations?

hard deadlines?

dependencies?

What is the **critical path**?

Where possible your schedule should have **float**.

Nothing ever goes 100% as planned.



How much **time**, energy and effort do you have to devote:

- To your job
- To your career
- To your family / personal life

How much **money** will it take?

- Personal budgeting
- Cost sharing / sweat-equity
- Grants / scholarships
- Financing options

Resources / aids

- Professional organizations (**IFMA**)
- Internet resources



# Project - **YOU**



Develop  
and  
Integrate  
your  
Plans

# Project - **YOU**

**S**

Be honest.

**C**

Write it down.

**O**

Consult with a mentor /  
significant other.

**P**

Revisit regularly.

**E**

Adjust, have a Plan “B”, “C”.

# Project - **YOU**

**S**

Be realistic.

**C**

Plan for the short, medium and long-terms.

**H**

**E**

Include “float” where possible.

**D**

**U**

Identify the “critical path”.

**L**

**E**

Coordinate with other schedules.

# Project - YOU

**C**

Plan for the time, effort and money needed for each “phase”.

**O**

Study / practice time management.

**S**

Do not over-commit for extended periods.

**T**

Request feedback from colleagues / significant others / family.

Learn to say “no”.

