

5 TIPS TO **MANAGE YOUR DEADLINES**

Deadlines are often a source of stress and frustration.
The following tips may help to:

- ✓ Manage your projects well
- ✓ Lower the stress associated with deadlines
- ✓ Provide a good service to your customers

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TIP 1 "FAILING TO PLAN IS PLANNING TO FAIL"

- Alan Zakin



Plan ahead

Being well prepared prevents a lot of stress. Plan sufficient time and flag time issues early. With a **well-ordered planning**, you'll feel confident and prepared.

If you don't have time to take in another project, don't be afraid to **say no**. It's in the interest of both parties. If you flag it early, other resources can be sought.

"We only commit to projects for which we have time and resources to complete in a **timely manner** and according to our **high-quality standards**."

- Lisa Dupont

Head Medical Writing at Emtex Life Science



TIP 2 "EXPECT THE UNEXPECTED"

- Bear Bryant



Schedule time for unexpected tasks

Most things don't go as planned. Allow yourself some flexibility by actively **scheduling time for unexpected tasks**.

This time is never wasted. If everything goes as planned, you can prepare future projects or help out your colleagues.

"We leave some room in our planning to **anticipate to changing project timelines or customer requests**. In addition, a back-up writer can assist the lead writer in busy periods or in case of unexpected absence."

- Lisa Dupont

Head Medical Writing at Emtex Life Science



TIP 3 "IN TEAMWORK, SILENCE ISN'T GOLDEN, IT'S DEADLY"

- Mark Sanborn



Communicate and solve issues together

You're not in it alone! Communicate with your customers when time issues occur.

Don't just flag the issue, propose possible solutions. Inquire their priorities and inform them what is possible from your side. With **combined efforts**, you will find the **best solutions**.

"We **work towards solutions together** with our customers."

- Mieke Notenbaert

Head QA and LO at Emtex Life Science



TIP 4 "ASK FOR HELP, NOT BECAUSE YOU ARE WEAK, BUT BECAUSE YOU WANT TO REMAIN STRONG"

- Les Brown



Reach out for help and help others

Even the best planner's schedule gets messed up once in a while. Reach out for help. **Together, you can handle it!** Offer help where you can and they'll return the favour.

Fundamentally, the overall workload should be manageable and not everyone may be overloaded with work at the same time.

"I can always **count on my colleagues** and my colleagues can count on me."

- *Sanne Van Campenhout*
Medical Writer at Emtex Life Science



TIP 5 "THINGS OF QUALITY HAVE NO FEAR OF TIME"

- Christiana Jaudet



Don't compromise on quality by hastening

No one gains by rushing things and delivering half work. **Calm down**, breathe, and continue with the **same standards** as you always do.

You got this! A delay of an hour or two is better than providing inadequate services.

"**Quality** is our number 1 priority. We commit to solve any time issues in the best way possible without compromising the quality of our services."

- Mieke Notenbaert

Head QA and LO at Emtex Life Science



OTHER TIPS?



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