

## **Make it a Strong Finish**

*By Michelle LaBrosse, PMP®, Chief Cheetah and Founder of Cheetah Learning*

We are almost there...the close of another year. There are two ways to end the year. One way is to write off the rest of December because the year is just about shot and then just start fresh in January. Another way is to focus on what is most important for you to accomplish in December, so you hit January already in stride.

The project manager in me opts for the second way. I like to wrap the year up with a bow and end it on a high note. So, let us look at five ways you can make the most of the last two weeks of December.

1. **Ho. Ho. Go!** If you look at what is on your project list, ask yourself what items will have the most positive impact on how you end this year and begin the next? For example, is there a nagging item that has been stalling a project and that just needs some time and focus? Identify them and get your groove on.
2. **Energy Busters.** What is on your project list that is weighing you down and depleting the energy of you and your team? Look at those and see what is possible to complete, reassign or rethink. It is amazing what it can do to your productivity when you tackle energy busters.
3. **Celebrate What Went Right.** We humans like to celebrate the good things along the way. A great way to end the year is to gather your team or your family and look at all the accomplishments over the past 12 months. Whether a team member was nominated for an award or a family member was accepted into the college of his or her choice, do not end the year without playing some of its greatest hits. Turn up the volume on the good stuff!
4. **Laugh at the Follies.** Humor is a good way to cope with the near-misses or flops of the year. Was there a product launch that fizzled or a new marketing idea that missed the mark? Many innovative companies acknowledge “failures” as critical stepping stones to success. Do you have any from 2010 that should be lauded? Learn from them. Laugh at them. Move on.
5. **Thank You Time.** No matter what holiday traditions you may celebrate, do not forget to take time at the end of the year to thank the people who helped you along the way. You do not have to stress out over complex gift giving. Instead, think of meaningful ways to thank the people who matter in your personal and professional life. Hint: in the age of e-mail, a handwritten personal note has a whole new meaning.

Now, can you visualize that big red bow at the end of your 2010? It is your visual reminder that you ended the year strong, lacing up the loose ends for a solid finish.

And as you look ahead to 2011, here is a present from your friends at Cheetah Learning.

### **A Present for You From Cheetah Learning**

Your success is our ongoing reward at Cheetah. Our holiday gift to you is choosing your own price to register for our Project Prosperity course. Contact Dave Maule at [dave.maule@cheetahlearning.com](mailto:dave.maule@cheetahlearning.com) by Dec. 31, 2010 for details, and we will help you begin 2011 with a prosperous frame of mind. Here is to ending 2010 with a strong finish and beginning 2011 with the momentum of accomplishment.

### **Cheetah Fan Club**

Visit Cheetah's fan club on Facebook at <http://www.facebook.com/pages/Cheetah-Learning/252859238455?ref=nf#/pages/Cheetah-Learning/252859238455?v=wall&ref=nf> for a daily Cheetah Tip to Keep You Tops.

### **About the Know How Network and Cheetah Learning**

The Know How Network is a monthly column written by Michelle LaBrosse, the founder and Chief Cheetah of Cheetah Learning. Distributed to hundreds of newsletters and media outlets around the world, the Know How Network brings the promise, purpose and passion of Project Management to people everywhere. Visit [www.cheetahlearning.com](http://www.cheetahlearning.com) to learn more about Cheetah PM, the fastest way to learn about Project Management and get your PMP. You can also get your career in gear with [CheetahWare](#), free Project Management tools from Cheetah Learning.

### **About the Author**



Michelle LaBrosse, PMP<sup>®</sup>, is an entrepreneurial powerhouse with a penchant for making success easy, fun and fast. She is the founder

of [Cheetah Learning](#), the [author](#) of the [Cheetah Success Series](#), and a prolific [blogger](#) whose mission is to bring Project Management to the masses.

Cheetah Learning's expertise in project management is highly regarded in the industry. Honored by the Project Management Institute (PMI®), Cheetah Learning was named Professional Development Provider of the Year at the 2008 PMI® Global Congress. A dynamic keynote speaker and industry thought leader, Michelle was previously recognized by PMI as one of the 25 Most Influential Women in Project Management in the world.

Cheetah Learning is a virtual company with 100 employees, contractors, and licensees worldwide. To date, more than 30,000 people have become "Cheetahs" using Cheetah Learning's innovative Project Management and accelerated learning techniques.

Michelle's articles have appeared in over 100 publications and web sites around the world. Her monthly column, the [Know How Network](#) is carried by over 400 publications, and her monthly newsletter goes out to more than 50,000 people. Her radio program, [Your World Your Way](#), is a weekly broadcast that is an inspiring and practical look at how Project Management fuels success.

She is a graduate of the Harvard Business School's Owner President Manager's (OPM) program and also holds engineering degrees from Syracuse University and the University of Dayton.

She lives in Nevada with her family and likes to rejuvenate in Alaska where you'll often find her kayaking, hiking, and riding her motorcycle.

#