

ON TOP OF EVERYTHING™

Manage Your Projects & Life With Ease



by

Laurence H. Seton P.Eng., PMP

www.OnTopOfEverything.com

The title says it all.....what a great book! An easy, enjoyable and entertaining read. Laurence Seton presents a simple but highly effective project management system that in my 28 year career is among one of the easiest, most effective I have come across.

Brian Milloy, Director Business Development, Sierra Systems Group Inc.

The Projecteze system is awesome! The book "On Top Of Everything" had me up and running with it in only three days. Almost immediately, I went from flipping back through pages in my project notebook and facing hundreds of active emails to having everything together in my Projecteze Table and an empty inbox. Instead of second guessing myself and wondering what I might have forgotten, now I spend my time proactively directing my projects and staying on top of everything.

Al Massicotte, Lead-Pipeline Projects West, Canadian Natural Resources Ltd

Now that I've been exposed to Projecteze I can't imagine performing my job without it. I don't leave the office with the stress of wondering what has to be done at work the next day. I just come in, open up my Projecteze Table and start working.

Brian Celaire, Project Engineer, Cenovus Energy Inc.

Your ability to plan and complete projects is essential to your income, success and productivity, and Projecteze shows you exactly how to do it.

Brian Tracy, Best Selling Author & Professional Speaker

When I was introduced to the Projecteze system, I was amazed at how simple but powerful it is. It allows one to control and filter all the demands and requests that are placed on us daily.

Tom Fransham, VP Engineering & Design, IMV Projects Inc.

Projecteze has revolutionized my life! Every day I am grateful for my Projecteze Table. Thank you so much for a simply wonderful system.

Kristie Demke, President, Professional Organizers in Canada

Laurence has written a phenomenal book. The explicit examples from so many different areas of life (work, home, school, vacations) are enhanced by real life stories. This book is a gold mine! People who want to get and stay organized will love it!

Sheila Artus, Manager PM Office, Shaw Communications Inc.

The Projecteaze system is so simple that it borders on brilliance.

George Roberts, George Roberts & Co.

Projecteaze is without a doubt one of the best project management tools I have ever come across. This is definitely a book that has inspired me to take my project management skills to a whole new level. I recommend this book for newbies as well as seasoned professionals who are looking to find a way to get more time out of their days.

Derek Major, Founder & CEO, Eligeo IT

The power of Projecteaze lies in its simplicity and flexibility! Using software I already have, I no longer feel overwhelmed and I'm accomplishing what is most important each day. For the first time ever I feel "on top of everything" both professionally and personally. The applications are endless!

Laura Watson, President, Venture Coaching Inc.

Anyone who has made the decision to get control of their commitments and who has the will power to systematize their time management process can surely gain from adopting and customizing Projecteaze to their needs. I can also see how the productivity of a team of people could be improved by use of this tool.

Dr Janice Thomas, Program Director, MBA in Project Management,
Athabasca University

I have been using this simple yet powerfully effective tool for a month now and the positive benefits have manifested themselves in so many ways! First and foremost, Projecteaze provides me with a clear plan of action for my daily work activities. As a result, Projecteaze has reduced my work stress which is improving my overall personal health and wellness.

Allison Zukewich, Quality Advisor, Total E&P Canada Ltd

I have been using Projecteze for a few weeks now and wow, what a difference it has made in my world! I had previously tried using several different systems ranging from a To-Do list on a piece of paper, to a specific industry based solution to Outlook and found that none of them really gave me an overview of what was truly on my plate. Projecteze is easy to use, it helps me stay on top of all my work and I find myself breathing more easily because of it.

Jennifer Chipperfield, Chipperfield Photography

On Top Of Everything™

Manage Your Projects & Life With Ease

Projecteze®: The Ultimate Organizational System



Laurence H. Seton, P.Eng., PMP

Introduction

*An innovation, to be effective,
has to be simple and it has to be focused.*

–Peter Drucker

Is This System For You?

I wrote this book for busy people who deal with complex and diverse projects and whose goals are to stay organized, be on top of everything, and live a balanced life with time for themselves. They already use computers, tablets and smart phones.

They include:

Consultants

Entrepreneurs

Professionals

Managers

Project Managers

Executives

Administrators

Executive Assistants

Students and Teachers

Many of these people use productivity tools to help them deal with high volumes of information, an increasing workload, and greater demands on their time. They have a sense that the systems they currently use are either inadequate for handling the diverse range of responsibilities they manage or are too cumbersome or complex to maintain. They often feel stressed out and overwhelmed.

How many emails do you receive in a day—10, 20, 50, 100, 200? It's not unusual for many of us to receive 50 to 100 emails in a day on top of all the meetings we have to attend, reports we have to write and projects we have to manage. And then we go home to more emails, voice mails, kids with homework and sports, and an endless list of personal responsibilities.

We are dealing with overloaded schedules, escalating demands and increasing complexity. And many of us are just barely managing to keep up because our days are so full.

Do you recognize yourself in any of these statements?

- You wish you had more time for yourself.
- You wish you had more quality time for your loved ones.
- You feel overwhelmed and burned out.
- You are always stressed from continually having to put out fires.
- Your head is filled with clutter from everything you have to remember.
- You have a difficult time relaxing and letting go.
- Your relationships at work and at home are not what they could be.

This book is about providing busy people with an effective system that will help them stay on top of everything in their lives and be more available for what is most important.

In order to benefit from this system:

- You will use a computer regularly.
- You will use a readily available software application.
- You will commit to using the system consistently.

The biggest challenge people face is not with using the Projecteze system, but in using the system *consistently*. The system itself is easy to master. You will however, need to make a concerted effort to use the system methodically—daily—for at least one month to realize its full value. Give it a month and you should expect see an improvement in your performance and how you feel about your work, and your life. From there it just keeps getting better.

A Solemn Vow and the Origins of This System

*I'm going to be like you Dad,
you know I'm going to be like you.*

—Harry Chapin, lyric from *Cats In The Cradle*

As early as I can remember, I cherished the company of my father. He was a great guy and a hero to me. And he was a hero in the truest sense of the word. As a World War II fighter-bomber pilot, he was awarded the Distinguished Flying Cross. After the war, Dad returned to North America, went back to school and started a long and successful career as an architect. As a child, I adored him and wanted to be just like him.

Starting early in his career he put in extra hours at home. He would place me in my crib on the other side of the large room where he was working at his drafting table. I learned how to get the crib to move across the floor by throwing what little weight I had into one end of it. It took me ages to get over to him, but I did—repeatedly. My reward was to be allowed to sit on his lap for a while. A few years later, I remember Dad coaching me on how to memorize the names of my model cars. Any time I could spend with him was special, and I eagerly absorbed his teachings and his presence.

As I grew older, Dad became more and more immersed in his career, and I became more aware of a consistent pattern in our lives. My father was less and less available for those cherished times together. After a long day at the office, he would come home and we'd have dinner together as a family; then shortly after, Dad would disappear into his home office to work. And we wouldn't see him for the rest of the evening. This quickly became the norm.

As I moved into my teens, I vowed that I would never allow myself to become so consumed by my job that I would detach from my family. This philosophy worked well until I started my own career and became a parent myself. All of a sudden, my vow wasn't so easy to keep. As I chose the roles of employee,

husband and father, life became busier and busier. And adhering to my principle of not being swallowed up by my work became more difficult. My life grew more and more complex and crowded.

As a professional engineer and project manager, I moved into a high-speed world filled with important details and overlapping complexities. I often found they would keep me awake at night, project details repeating over and over again in my head. My mind raced while I tried to sleep, the details filling every moment.

At work, I remember feeling so overwhelmed and stressed that I would develop headaches. The relentless pace and escalating sense of urgency left me feeling both mentally and physically exhausted. I felt completely disconnected from any sense of peace, and I knew from experience that the relationships that mattered the most to me were suffering. Before long, I could see I was living a life that was not unlike my father's. I knew I had to break the pattern. Surely it was possible to stay in my chosen profession without having to endure the perpetual stress and feelings of being overwhelmed that characterized my then normal state of being.

Knowing I was ultimately responsible for my own situation, I could see that the solution laid in the way I responded to things and the way I organized my life. I knew I needed to live my life differently. Convinced that there must be a better alternative—I started to appreciate the difference between *having a full life* and *living a fulfilling life*. I became very motivated to change.

Searching For A Solution

Early on, as I searched for a solution, I learned an important lesson: when I was well organized, I was able to be more pro-active, I could relax more easily and I enjoyed more personal freedom. I found that being organized created space and “freed up time” which took a bit of the pressure off. Periodically, I could pull my head out of the details, enjoy life, and more fully appreciate the people and things around me. When I was well organized, life didn’t always seem like a mad rush. The problem was, despite my efforts, I could never stay fully organized.

In my pursuit of finding the perfect organizational solution, I used many different personal productivity tools to improve my effectiveness. I used paper-based systems such as Day-Timer® and TimeText® to some benefit. Computers brought about new possibilities, but many computer-based and hand-held systems, despite all their promises, were rigid in their structure and lacked the flexibility to deal with diverse and complex information from within their standard tool kits.

Throughout my career, I have used more robust and complicated project management tools. I tried to adapt these to meet my organizational needs, but I realized very quickly that fully fledged project management systems were overly complex for my purposes. They lacked the ability to simply and easily help me manage my team and myself during a project, especially when I was working on several different projects at a time, for many different clients.

Finding a workable solution turned out to be a bigger challenge than I had anticipated. After years of frustrating trial and error with personal productivity and project management tools, I decided to develop my own solution.

Developing the Ultimate Solution

*In order to go from brilliance to wisdom,
you have to pass through simple.*

—Marilyn Ferguson

I wanted to be “on top of everything” but not just for the sake of being hyper-organized. Being hyper-organized was worthless if I became more efficient at the cost of my relationships and especially my home life. I wanted to carve out some space for myself—for family and personal time. I wanted to succeed at my career without being swallowed up by it. I wanted to be available for what was most important in my life.

It occurred to me that I needed a third option, “a hybrid tool”, a blended productivity and project management tool that was simple yet sophisticated enough to help me manage myself within a multi-client, multi-project environment. It had to help me see the forest *and* the trees.

Despite a relentless search, I could not find a system that provided the mix of features I was looking for. I needed a practical system that was:

- 1) Simple—so it wouldn’t be a chore to set up and use.
- 2) Flexible—to deal with roles and accountabilities across many projects and many clients.
- 3) Adaptable—to store relevant information, no matter how detailed, for how ever many projects I threw at it.

So, I ended up creating my own highly effective solution—a method I call *Projecteze*®: *The Ultimate Organizational System*.

Ten Years Later

Fast-forward ten years. Now I can't imagine working the way I used to. As a professional engineer and project manager, I have worked on many projects with significant budgets in a variety of environments. Using the Projecteze system, I have been able to deal with more diversity and complexity than I would have thought possible when I began my career. What is equally rewarding is that I have a rich and fulfilling life with wonderful relationships both at work and at home. I am an active parent and I have time for hobbies, sports and personal pursuits. With Projecteze, I realized the objective I set for myself as a teenager.

My secret weapons have been the Projecteze system, my own diligence in using it to stay on top of everything, and my choice to be more available for life.

This book will share the actual mechanics of the Projecteze system—which won't take long to learn because the system is incredibly simple. The rest of the book focuses on helping you understand how to apply the system and customize it to suit your own needs.

My goal is to help you achieve the success you want without sacrificing your life in the process. I want to help you regain control of your life.



**Projecteze:
The Ultimate Organizational System**

*Furious activity does not necessarily equate to progress
and is no substitute for understanding.*

—Anonymous



The Evolution of Information Overload

Not so many generations ago, life was simpler. It used to be that a person's workload might have amounted to a handful of things to accomplish in a day. The daily pace was much slower then, and there were only a few core tasks to focus on, usually one at a time—feeding the chickens, milking the cows, plowing the fields, and watching the sun go down. Compared to today, there was a lot less that required our urgent attention.

It is hard to believe how much life has changed just since the invention of the computer. The first personal computers came out in the late 1970s and early 1980s and the nature of work became more complex. With this new technology, people were not only able to save their work in progress, but they could manipulate ideas and data more easily and with greater efficiency than ever before. This was a revolutionary change that altered expectations of how fast we could respond to requests and what we could accomplish in a day.

The fax machine became commercially available and widely used only as recently as the late 1980s. Written and visual communication could be shared with anyone around the world in minutes. With this enhanced connectivity, our lives sped up another notch and the time frame for exchanging information advanced from days to mere hours. Since then, email has compressed interaction times to minutes—even seconds. Today, instant text messaging says it all. Talk about life speeding up!

The evolution of information technology brought with it the expectation of immediate interaction with and response from other people. This phenomenon resulted in greater productivity, but the pace of the average workday also increased and became more stressful. Information overload became the norm rather than the exception as expectations accelerated with every new advance in data processing and communications. Comparatively, we can only look back enviously at past generations and their relationship with time.

Life may have improved in many ways, but now one of our key challenges is to figure out how to cope with the relentless barrage of information and a steady increase in the complexity of daily life. Today we typically have hundreds of items to process in a day. We feel a continual pressure to coordinate with dozens of people, prioritize, delegate, keep our focus on several often-conflicting objectives—and still see the big picture. Most of us have simply become busier and busier, and as a result, we sacrifice precious time that could be devoted to our relationships and to ourselves. Many find it more and more difficult to maintain any sense of balance.

Without balance, all of this “busy-ness” can lead to elevated stress levels. Working harder, longer and smarter as a means to cope only works for a while. As soon as we learn how to handle one level of overload and free up some space in our calendar, we just fill it with more work as we strive to somehow handle an even greater degree of complexity and volume.

This spiral of more and faster leads to either hyper-efficiency or burnout. More than likely, at some point our support systems break down and we get stressed out, burned out—or worse. What can we do to take charge of this ever-accelerating cycle?

What Do the Best of the Best Do?

All project managers face problems on Monday mornings—good project managers are working on next Monday’s problems.
—Anonymous

In any profession, there are always a few who excel beyond the norm. This is true in project management as well. So, what separates the best project managers from the rest? In his book *Alpha Project Managers: What the Top 2% Know That Everyone Else Does Not*, Andy Crowe describes his findings from an extensive survey of project managers. Based on meeting certain criteria, including scores on key performance indicators, the top 2% who excelled above others in their profession were designated as “Alpha Project Managers”.

Crowe's key findings include:

- 1) Nearly all of the Alphas demonstrated two key abilities associated with having a system to help them prioritize work and maintain focus on a project's critical success factors.
 - The first was the ability to sift through massive amounts of information, extract only the most important components, and sort the information appropriately. (2006:70)
 - The second was “the ability to establish and maintain priorities on both a higher, strategic level and a lower, tactical level.” (2006:70) A vast majority of the Alpha group were dedicated to the discipline of regularly reviewing their priorities.
- 2) A universal theme among the Alphas is that they have solid relational skills. “Many revealed in post-survey interviews that their success at managing projects was proportional to the strength of their relationships.” (2006:185)

A key point to take from Crowe's work is the importance of having the discipline to use a system on a regular basis to set and maintain priorities, handle information overload, plan ahead, support relationship building, and maintain a sense of balance.

Existing Productivity Systems and Unworkable Gaps

*My mechanic told me, “I couldn't repair your brakes,
so I made your horn louder.”*

—Steven Wright

Over the past 30 years, I have used many personal productivity and project management systems and tools. Each one carried some merit, but I never found a system that provided me with everything I was looking for. There was always something missing, an unworkable gap to contend with.

There were the hand-written systems such as Day-Timer™ and Time Text™. Many of these paper-based systems featured variations on a consistent theme: managing a workload from a list of daily *To Dos*. Each day I would complete what I could and any remaining items had to be hand-written onto the next day's page. If these were low-priority tasks, this process could go on for days or even weeks. I got sick and tired of re-writing these tasks, continually having to bring them forward and, as I did this each day, having them remind me of where I had failed to complete an objective. This process frequently left me feeling that I'd dropped the ball, even though these tasks had to be left undone in order to attend to much higher priorities. If I wanted to stop carrying those lower priority tasks forward, it meant I would have to transfer them to some other list or lose them altogether.

Then there were systems that advocated maintaining separate lists—perhaps one for each project or objective. This complicated matters and multiplied the time required to stay organized across a group of projects.

Other systems proposed using a physical bring-forward file where you had to transfer items from one physical file to another physical file. This resulted in increased paper filing and moved me away from the ideal efficiency of handling documents only once.

PDAs and smart phones upgraded the *To Do List* concept by making it digital. Using these systems, I no longer needed to manually bring tasks forward, but these devices tended to be overly simplistic in terms of their ability to group tasks by project and by client. Descriptions had to be kept very brief and the information could only be viewed in limited ways (often only by priority or by date). This approach was insufficient for handling the complexity of what I had to deal with each day. I also found that benefits from electronic *To Do* lists were often offset by an increase in information overload because I had to learn a new device and its accompanying software. Perhaps the most troublesome aspect of these electronic *To Do* lists was the complicated and error-prone process of synchronizing my mobile device with both my work and home computers.

Microsoft Outlook is a great example of a basic task management *To Do List* and calendar system. Outlook offers a fine interface for basic organization and group collaboration, but as soon as I tried to use it for multi-project or multi-client situations, its usefulness plummeted. It simply could not handle the complexity effectively.

We often associate organizing vast amounts of information with spreadsheets; however, for me there were some less than appealing aspects associated with using them for tracking and managing project information. Spreadsheets have limited formatting options and limit the number of characters that can be presented in each cell. If the number of characters is extensive, they will often be truncated on the screen and on the printed copy. This restricts the amount of information that can be effectively used in any one cell.

Microsoft Project and Primavera® are common examples of project scheduling software. They work very well for the comprehensive scheduling of a project. The overwhelming challenge with this kind of software is that these are not simple programs; there is a steep and lengthy learning curve associated with them. They serve their purpose of scheduling and tracking projects very well, but for my purposes, I primarily wanted to focus on how to effectively manage myself and the responsibilities assigned to team members. That is an entirely different focus.

Another organizational alternative was on-line collaboration systems. Collaborative solutions expose one's own performance to the degree of involvement by other team members. If others don't provide accurate or timely input, the effectiveness of the tool as a whole decreases to the point that it won't maintain credibility with the team, and its use progressively diminishes. First and foremost, I needed to be able to manage my own responsibilities for the projects I was working on.

When I realized that none of the individual systems I tried could provide me with what I needed, I tried to combine systems. I thought that maybe if I combined individual systems, I could make the combination work for me. The resulting process was overly complex and unmanageable. It always involved a complicated coordination of separate documents and systems that took too much time and effort to manage.

Over the past three decades there have been numerous time management and project management systems that have come onto the market. You name it, I've tried it. After an exhaustive search, I was never able to find any one system that worked the way I needed it to.

Current personal productivity systems, be they paper-based or computerized (Microsoft Outlook, PDAs and smart phones), failed me on four fronts:

- 1) They were operationally too complicated to coordinate work between office, mobile, and home—especially when this involved more than one computer platform (i.e. Mac[®] vs. PC).
- 2) They were financially expensive, but, even more importantly, they were expensive in terms of the extensive time and work investment required to realize any value from them.
- 3) They were unsophisticated, inflexible or restrictive in terms of their ability to work with complex project information (client, project, task, priority, delegation and accountability).
- 4) They were limited in their ability to format and present information in a user-friendly manner.

In general, I found that existing personal productivity and project management systems were either too simplistic, too complex, too demanding or too structurally rigid.

I needed to find a better solution.

Being Hyper-Efficient and Balanced

*I put instant coffee in a microwave oven
and almost went back in time.*

–Steven Wright

There is an inherent challenge built into personal productivity objectives: I can eventually become hyper-efficient if I really work at it. I can always be more efficient. I can always get better at handling large volumes of information and managing the increasing complexity of completing tasks and delegating work. The problem with striving to become hyper-efficient is that it can be a trap. It never ends. There is no point of arrival. The pace, volume, and scope can just go on expanding—more and more, faster and faster until you or your system reach a limit and break down.

Any motivation I have for being increasingly efficient must include some aspect of personal purpose. It needs to include a personal goal such as: “I will be hyper-efficient in order to have more quality time for my family and myself.” This is a very real and tangible reward that motivates me. In fact, it describes the lifestyle balance I have strived for since my teenage years.

Working in an accelerating environment for more than 30 years, I have witnessed and experienced first-hand the stress associated with the escalating cycle of more efficiency, which begets more responsibility, which in turn demands more efficiency, which then begets even more responsibility—etcetera, etcetera.

Dealing with the need for hyper-efficiency presents two core challenges:

- 1) What will enable me to effectively handle an escalating volume and complexity of information?
- 2) What will help me avoid the trap of simply filling space I create with more work?

Creating Space

The human brain can only hold about seven pieces of information for less than 30 seconds!...

If you want to extend the 30 seconds to a few minutes or even an hour or two, you will need to consistently re-expose yourself to the information.

—John Medina

How do we balance the equation?

Hundreds of authors have written articles and books on how to improve personal effectiveness. A common theme has been the need to create space in our lives so that occasionally we can step back to see the big picture, and in turn, make better choices about what is important versus what is simply urgent. Our relationships very often depend on this.

In his book, *First Things First*, Stephen Covey describes how we tend to get pulled into work that is “urgent and important,” dousing fires that need to be put out immediately, and in the process all too often letting others set our own priorities. This all happens at the expense of not being able to get at work that is “important, but *not* urgent” which includes planning, preparation, prevention, and extremely important relationship activities such as team building, networking and just taking the time to give our complete attention to another person in conversation. The urgent tasks crowd out the equally important non-urgent tasks, forcing us to catch-up during extra hours. (1994:37-41)

In *Getting Things Done*, author David Allen advocates having some mechanism for downloading everything that is on your mind so you can be freer to react more fully to the moment. He recognizes the advantages of downloading mental clutter and freeing yourself for more important big-picture work. Beyond downloading the mental clutter, Allen also observes:

The ability to be successful, relaxed, and in control during these fertile but turbulent times demands new ways of thinking and working.

...There has been a missing piece in our new culture of knowledge work: a system with a coherent set of behaviors and tools that functions effectively at the level at which work really happens. It must incorporate the results of big-picture thinking as well as the smallest of open details. It must manage multiple tiers of priorities. It must maintain control over hundreds of new daily inputs.

You need a good system that can keep track of as many of (the things you have to think about and deal with in one day) as possible, supply required information about them on demand, and allow your focus to shift from one thing to the next quickly and easily. (2001:7, 9, 21)

Covey and Allen both describe why we need a system that can help us download our mental clutter and step back from the urgent issues in our life so we can create space with which to take on the important non-urgent work associated with seeing the big picture and strengthening our relationships.

My Personal Organizational System

I didn't want a system that would help me become hyper-efficient for the sake of being hyper-efficient. Instead I wanted something that would help me strike a better balance between being efficient and being available for life. I reasoned that with a balance that included being more personally available, I would be able to see the big picture more clearly—and that would help me make better choices in *all* areas of my life.

My goal was to find an organizational system that would help me clear the mental clutter that infringed on my work and home life. It would be able to handle overwhelming volumes of complex information and the dimensions of client, project, task, priority, accountability and delegation. This system would help me stay on top of commitments, both my own and other people's commitments to me. A primary driver for using such a system would be to create space for my work, my relationships, and myself.

Requirements For The Ultimate Organizational System

In order to realize the objectives I had identified, my ultimate organizational system would have to satisfy several specific requirements. A workable solution would have to:

- Help me step back from all the urgencies and demands coming at me.
- Be simple to learn and easy to use.
- Make me aware of my highest priorities and what I should be paying attention to.
- Keep track of everything from one central location.
- Provide me with the relevant information I needed, when I needed it.
- Be flexible and scalable (for multiple projects and multiple clients).
- Help me stay on top of my own commitments and responsibilities, and the commitments others made to me.
- Make it easy to enter and manipulate information (group, sort and prioritize).
- Provide me with both the details and the big picture.
- Be computer-based.
- Have no requirement to buy and learn a new gadget or software.
- Have a low cost – financially and in the time required to learn and use it.
- Be a cross-platform solution – compatible with PC, Mac®, mobile and on-line.



Silver Medal Winner
2010 Axiom
Business Book Awards



Laurence H. Seton is a Professional Engineer and a Project Management Professional (PMP) with the worldwide Project Management Institute. He has over 30 years of project management experience in manufacturing, land development, oil & gas, transportation, facility management, health care, training and management consulting.

Projecteze®: The Ultimate Organizational System

Achieve the success you want without sacrificing your personal life in the process. Experience the enjoyment of having more time for yourself and your family while staying on top of everything.

Proactively manage your time, commitments, information and communications. Make informed choices about what to focus on at any given time.

Projecteze is a simple and effective system anyone can use to stay on top of everything - at work, at home and at school.

Projecteze helps you to

- Free your mind of clutter
- Always be one step ahead on all your projects
- Increase your efficiency and effectiveness
- Gain quality time for yourself and the relationships in your life

Projecteze can be used in every business and industry, from entry level to the CEO.

"This book is a gold mine! People who want to get and stay organized will love it!"

Sheila Artus, Manager PM Office, Shaw Communications Inc.

"Now that I've been exposed to Projecteze I can't imagine performing my job without it."

Brian Cellaire, Project Engineer, Cenovus Energy Inc.

"Projecteze is without a doubt one of the best project management tools I have ever come across."

Derek Major, CEO, Eligeo IT

***Projecteze® is a revolutionary
new project management
system that works because
it's so simple!***

Projecteze Inc - "Improving your work-life balance."

