

Forum:[Hack Forums](#)

Thread: [How Do You Stay Focused While Working on Multiple Projects?](#)

eXceptional - December 21, 2024, 12:51 pm

With all the side hustles and projects going on, how do you stay focused and organized when juggling multiple things?

Personally, I find that breaking everything down into smaller tasks and using tools like Trello helps keep me on track. I also make sure to schedule specific times for each project so nothing gets lost in the shuffle.

Would love to hear your tips for staying productive!

sharn - December 21, 2024, 12:59 pm

I break larger goals into smaller, manageable steps to stay motivated.

I also allocate specific blocks of time for each project to stay focused and avoid overlap.

eXceptional - December 21, 2024, 1:00 pm

(Dec 21, 2024 01:59 PM)sharn Wrote: [\[CITE\]](#) I break larger goals into smaller, manageable steps to stay motivated.

I also allocate specific blocks of time for each project to stay focused and avoid overlap.

Do you use any tools or write down your schedule? Or do you remember them all?

Jamika - December 21, 2024, 1:00 pm

(Dec 21, 2024 01:51 PM)eXceptional Wrote: [\[CITE\]](#) With all the side hustles and projects going on, how do you stay focused and organized when juggling multiple things?

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Would love to hear your tips for staying productive!

Coffee and tea my main friends , and i love to stay away from crowds and noises too

eXceptional - December 21, 2024, 1:06 pm

(Dec 21, 2024 02:00 PM)Jamika Wrote: [\[CITE\]](#) Coffee and tea my main friends , and i love to stay away from crowds and noises too

That's a 100% for me too. I stay away from crowds and noise. I even avoid going to loudy clubs and listening to loud music.

BlackRock - December 21, 2024, 1:07 pm

Focus on 1 project. ;-)

sharn - December 21, 2024, 1:09 pm

(Dec 21, 2024 02:00 PM)eXceptional Wrote: [\[CITE\]](#) Do you use any tools or write down your schedule? Or do you remember them all?

To stay organized, I use Microsoft To-Do and my calendar to manage tasks, set priorities and keep up with important reminders.

eXceptional - December 21, 2024, 1:17 pm

(Dec 21, 2024 02:09 PM)sharn Wrote: [\[CITE\]](#) To stay organized, I use Microsoft To-Do and my calendar to manage tasks, set priorities and keep up with important reminders.

I bought a CRM script from CodeCanyon for my team mates. There's too much work press in office also.

Disease - December 21, 2024, 1:35 pm

(Dec 21, 2024 01:51 PM)eXceptional Wrote: [\[CITE\]](#) With all the side hustles and projects going on, how do you stay focused and organized when juggling multiple things?

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Depends on what the different projects are. Projects of totally different natures don't really get jumbled up in my mind. I can have a woodworking project going on at the same time as I'm investing much of my free time in a software or web project, and where I left off between the two as I might go back and forth doesn't get diluted or lost in the shuffle. I also find that my work projects don't interfere with my personal dev projects in my mind.

What does get confusing is when I have numerous personal dev projects going on. Namely where I left off between the two, or intricacies of what I was planning. I offset a lot of that with task management software; lately that's been Teamwork. Between tasks, notes, kanban boards, etc. I can keep what I am working on, what I identify as a next step, nuances that aren't necessarily appropriate for comments (or shouldn't be just in the comments), and what not all in one place that way.

Charlie Sheen - December 21, 2024, 1:42 pm

I have to keep all of them in a list. I have an app for tracking. We all use CompanyCam so I can check things if necessary. I use my calendar for reminders if necessary. Luckily, most of the project managers that work for me talk to me daily.

Pimping - December 22, 2024, 10:47 pm

Motivating music/sounds and splitting it up into small tasks

eXceptional - December 23, 2024, 2:03 am

(Dec 22, 2024 11:47 PM)Pimping Wrote: [\[CITE\]](#) Motivating music/sounds and splitting it up into small tasks

Do you use any tools for splitting it up into small tasks?

RangoWorld - December 23, 2024, 2:56 am

It's hard for me to juggle. Specially if I am the owner of the project. Breaking into tasks help but you cannot work like an employee on tasks and not think about big picture if you are the owner.

Pimping - December 23, 2024, 3:25 am

(Dec 23, 2024 03:03 AM)eXceptional Wrote: [\[CITE\]](#) Do you use any tools for splitting it up into small tasks?

Mainly just writing down everything and finding the easiest tasks and doing those first

eXceptional - December 23, 2024, 9:18 am

(Dec 23, 2024 03:56 AM)RangoWorld Wrote: [\[CITE\]](#) It's hard for me to juggle. Specially if I am the owner of the project. Breaking into tasks help but you cannot work like an employee on tasks and

not think about big picture if you are the owner.
I'm the owner too. Helps me manage clients and their works too.

\$!uo2H%gE# - December 23, 2024, 11:40 am

(Dec 21, 2024 02:07 PM)BlackRock Wrote: [\[CITE\]](#) Focus on 1 project. ;-)
The same here. I get completely lost if I have multiple things to do at once. I like to get caught up in one thing and finish it.

BlackRock - December 23, 2024, 11:43 am

(Dec 23, 2024 12:40 PM)\$!uo2H%gE# Wrote: [\[CITE\]](#) The same here. I get completely lost if I have multiple things to do at once. I like to get caught up in one thing and finish it.
I'd like to think that I am able to multitask, but many times I fail, so I'd rather not :D. I strongly believe that the one of the keys to being successful and focused is to work on one project at a time.

I read a book about Mark Cuban where he also was asked this very question. " How do I stay focused on multiple projects/businesses at once " - he's reply:

Focus on ONE.

DanielZ - December 23, 2024, 4:32 pm

Not so much of a multi-tasker, mostly focusing on maximum 2 things.