



The Accidental Proposal Manager's Proposal Management Survival Kit

With every proposal there will always be:

A certain degree of **RISK** (minimized by making informed decisions)

FRUSTRATIONS (stress can be managed)

Occasional **MESSES** (which can be cleaned up)

DIFFERENCES OF OPINION (which can and should be patched up)

Dice

Stress Ball

Sponge

Duct Tape

And let's be honest, there will inevitably be:

POLITICS (part of EVERY corporate culture)

CONFLICT

HEADACHES

HEARTBURN

Campaign Button

Bandage

Aspirin

Antacid

But if you:

Use your **ENERGIES** wisely

Foster **ENTHUSIASM**

Remain **FLEXIBLE**

Are willing to see thing from a different **PERSPECTIVE**

Keep your eyes on the **GOAL**

MAP out your objectives

Manage your **TASK LISTS**

COMMUNICATE

COMMUNICATE CLEARLY

CORRECT mistakes and move on

Remain **FOCUSED**

Manage **TIME**

MEASURE progress

Remain **ORGANIZED**

Remember to **GIVE THE ORGANIZATION A HAND**

CELEBRATE successes

REWARD the team

LEARN from your experiences

Battery

Pin Wheel

Slinky

Glasses

Target

Map

To-Do Pad

Sticky Notes

Secret Decoder Ring

Eraser

Magnifying Glass

Stop Watch

Ruler

Binder Clip

Clapper

Noise Maker

Trophy

Certificate

And above all:

Maintain a **SENSE OF HUMOR**

Deely Boppers

**EVEN AN ACCIDENTAL PROPOSAL MANAGER
CAN BE A
SUCCESSFUL PROPOSAL MANAGER!**