**Mistakes in Managing Multiple Projects (Top 5)**

Here we will discuss the top 5 mistakes managers make when managing multiple projects and will show 5 strategies that will help you become a more productive project manager to handle several projects on time and on budget.

I split the list into five shorter parts, so that you can read and understand the . Let's see the first part of this series.

**Part 1: Micromanagement & Leadership**

If you’ve managed projects earlier, you know how to evaluate a single project, planning for the implementation, communication with team members and managing the risks of the project. But when you start managing multiple projects, your project management job goes on another dimension. That moment your responsibility increases, the demand for your leadership rises and the need for your coordination skills is also multiplied.

**Mistake #1: Micromanagement and Doing Everything Yourself**

Suppose you have assigned an important task to a talented employee of yours with a specific deadline. Now will you let him do the task and simply check with him at predefined points along the way or you will keep sending him emails continuously to check his progress?

If you choose the second option then you are a micromanager. A micromanager is a person who personally takes every decision, takes a lead in the performance of every task assigned to an employee and sometimes in extreme cases commands over each single steps the worker take. In micromanagement, the manager, employee and the business all suffer from it.

**Winning Strategy #1: Learn to Delegate**

You will never have time to do all the jobs for all of your projects. Remember you have the most powerful asset is your team. They all are expert in their own area. Together they are able to act as a powerful tool for you. So utilize them and their experience. The only thing you need to do is to guide them and give them the right direction for the development of your project. After assigning tasks to the workers make sure a manager is there to ensure that the work gets done as effectively and efficiently as possible. But if the manager attempt to dictate all the moves of the employee, the performance of the group will down. He must control them under rational, enlightened management.

**TIP:** Delegation is a win-win strategy in managing multiple projects. By delegation, you are empowering your team to do well by giving them the opportunity to overstep and besides these, you also get rid of a part of your job. By giving your team more freedom in contributing to project plans will save you time and give you a chance to think more about the progress and opportunities of your business. Remember, delegate to cut your routine work! But don’t forget to coordinate your team’s actions.

**Continue to Part 2 of the Most Common Mistakes in Managing Multiple Projects.**