The 100 % Rule

Time management is what kills everyone and everything--not just students but professionals, too. When people have (or think they have) time, they waste it instead of moving forward with their responsibilities.

So, one day, the **100% Rule** was invented. Logically, because a project is at ZERO when it begins and 100% when it is finished. In between, there is a flexible time line; flexible until it is committed to a calendar.

For college life, start like this:
Draw a line and label it 0 all the way to the left, and 100 all the way to the right. Divide it equally in five parts by drawing four lines. Label each line, going from left to right 20, 40, 60, 80.
The first area is called **CONCEPT** or **IDEA**. The second is called **DEVELOPMENT**. The third is called **DESIGN**. Next is **REVISE** or **MODIFICATION**. Then comes **PRODUCTION**. Last of all is **PRESENTATION**. And yes, that takes time, too.

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0	20	40	60	80	100
IDEA	**DEVEL.**	**DESIGN**	**REVISE**	**PROD**	**PRES**

Think back to past projects, and recall how projects flowed, obstacles and all. This gives an idea of one's personal style of working. This isn't a value judgement, however, if a particular style of working appears over and over and is creating issues, it's best to plan for it; embrace it. Changing it is next to impossible.

This tool maps out what a project will entail according to a particular workflow. Apply it right away to the ISSUU doc project.

Planning, even mentally schedules success. That's 1/3 the battle. The other 1/3 is formalizing the plan, the last 1/3 is sticking to it.

Using a pencil and eraser, evaluate how much time the phases of the project needs. It will take an hour but it's time well spent. Move the percentages around, allotting time to weaknesses and shaving time off strengths. Big Picture.

Now comes commitment time:
Bring the time line to a calendar and map it to specific days and times. This allows clear vision of what the small, attainable goals are. Small Picture.

When satisfied, write in the components in ink.

Commit to the day-to-day achievement deadlines; pull all-nighters if necessary, but make every small deadline.

The beginning is most difficult. However, the mindset evolves quickly.

People usually blow tons of time getting lost in useless research. They also lose time by skipping steps and start production before the full revises are done just to produce the item *again* because there was a glitch.

Don't do this. Stick to the calendar plan and achieve the goals ALL WITHIN THE MAGIC TRIANGLE:
Time -- Quality. -- Expense (Cost)
That's the goal.

The basis of this rule is from the Japanese business model of production. Two businessmen from Japan (Kiichiro Toyoda [Toyota] and Taiichi Ohno, his right hand man, created and implemented a theory based on a production system after they visited the US manufacturing plants. They found us rife with muda—a Japanese word for wasted effort, wasted material and wasted time. While the 100% Rule was not written by them, it squarely combats muda.

However, it was fully developed by the US Department of Defense, in the WBS: the Work Breakdown Structure. Without going into the entire complex definition, the rule states that it can be adapted to any project in which contingent tasks' completion more toward a goal—what has been done semester. Small steps, the correct order, completed by a specific deadline, achieved a goal with minimum waste of muda.

1. DOD and NASA Guide, PERT/COST System Design, June 1962
2. *Effective Work Breakdown Structures* By Gregory T. Haugan, Published by Management Concepts, 2001, ISBN 1567261353, p.17
3. Booz, Allen & Hamilton Earned Value Management Tutorial Module 2: Work Breakdown Structure, Office of Science,
4. Swiderski, Mark A., PMP workbreakdownstructure.com, PMBOK-Work Breakdown Structures. Accessed 16. June 2013.