

When multitasking, get organized and have a plan

Juliana Stojanova, 24, executive chef at Maplewood Nursing & Rehabilitation in Pittsford, asks George Traikos, president of Traikos Real Estate Group and master franchisor of Yogen Früz of Upstate New York, about multitasking projects.

What advice do you offer on managing multiple projects, suppliers/vendors, people, etc.?

Focus will give you more positive results than any amount of dispersed talent that you can bring to the table. Follow these five tenets to success:

Honesty: If your business model doesn't support the truth, then find another business.

Commitment: Honor commitments and follow through on promises.

Planning: Plan your activities relentlessly. Always know what you are going to do under every imaginable circumstance. Try to never get caught being unprepared.



Stojanova



Traikos

Get organized: On a high level, organize your efforts and your resources in order to achieve your plan. Review — and rearrange, if necessary — your priorities constantly.

Manage relationships: Meet with suppliers, vendors, customers and employees regularly. Make sure you are performing to their expectations. Always be on the lookout for brewing problems. It is easier to eliminate a difficulty when it is inconsequential than to wait until it becomes too large to handle. □

Have a question for a CEO? Send it to Young Professionals Editor Enid Arbelo at earbelo@DemocratandChronicle.com or call (585) 258-2722.