

KEEP THE MISSION AND GOALS FOREFRONT AS A TIME GUIDE

First, are you clear about what the organization's mission and your team and personal goals are?

- Keep them visible on your desk, in your planner, in your staff conference room, etc.
- Use them as a guide for planning your time and to frame everything you do with your team
- When you're making a decision, ask yourself: is this the best use of my time in service of the mission/goals?
- Take time each week to review the results you achieved in the previous week and how your time was used in service of the mission, vision, and personal and organizational goals. Determine the best focus for the next week.