

CHALLENGE: TIME MANAGEMENT

The Role of the Supervisor

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| Plan time to plan | <ul style="list-style-type: none">✓ Take time to plan things well in advance that may not be urgent at the time but are very important.✓ Evaluate workforce needs.✓ Identify potential obstacles in parts of the plan and do contingency planning.✓ Create management plans to work from.✓ Determine clear objectives and strategies with solutions to obstacles. |
| Prioritize – short and long term based on your station’s plan, mission, and objectives | <ul style="list-style-type: none">✓ Use A, B, C, D priority method and have a set criteria established for each one.✓ Break your own tasks into subtasks (compartmentalizing).✓ Refer to management plans.✓ Understand goals/objectives.✓ Important/urgent should be highest priority.✓ Not urgent/not important are for your wish list. |
| Build buffers into schedule | <ul style="list-style-type: none">✓ Remain flexible where possible. Most plans don’t work out the way you think, so have realistic expectations and don’t be too rigid. |
| Set clear expectations for all work to eliminate wasted time and reduce confusion with employees | <ul style="list-style-type: none">✓ Set deadlines with realistic expectations.✓ Clearly communicate your priorities.✓ Remember: Too many priorities = no priority.✓ Know when to say no, but also know when to ask for help. |
| Determine the appropriate quality level of work that has to be done | <ul style="list-style-type: none">✓ Realize that most of what we do needs to be done as best as possible but recognize not everything has to be perfect. |
| Have meetings when needed | <ul style="list-style-type: none">✓ Set meetings well in advance.✓ Have an agenda.✓ Get out of meetings if appropriate. |
| Delegate | <ul style="list-style-type: none">✓ Factor in the competence level, motivation level, developmental opportunities, workload, and importance of the project. |

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Make decisions to intentionally balance work and life

- ✓ Manage time for annual leave.
- ✓ Leave work at work – commit to it and model it!
- ✓ Eat (at least) some lunches away from your desk.

Set time for tasks without distractions

- ✓ Set an open/close door policy.
- ✓ Choose 2 or 3 times each week for a couple of hours (each time) for do-not-disturb time unless there is an emergency. This will give you chunks of time to be fully engaged in your work and create maximum focus.

Have appropriate tools/best technology

- ✓ Make the most efficient use of time by having the required resources and technology to get the job done as fast and efficient as possible.