



Plan for Success

Planning pays off, both at home and at work. Here are some tips to help you take care of family responsibilities at home, and work responsibilities on the job.

At Home

Prioritize

What's most important? Private time with family members? Meal preparation? Quiet time? List 10 household responsibilities in order of importance.

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Clarify & Communicate Your Expectations

Using your list of priorities, clarify what you expect of your family members and what they may expect of you. You'll be happier with the results when others know what's expected of them.

Spend Time With Family Members

Make sure every member of your family understands that their needs are important, despite your busy schedule.

Use a Family Calendar

Note birthdays, appointments, holidays and special occasions. Post the calendar where everyone can use it.

Organize Your Household

Keep on top of grocery shopping and laundry so that a day's delay won't leave your family without food or clean clothes. Plan, shop for and prepare meals in advance.



Be Smart About Kids' Clothing

Keep a notebook with the clothing sizes for every family member. Include your kids' favorite colors and styles. Encourage children to shop for clothing when they're old enough. Select garments that are durable, simple in design and easy to put on and care for.

Plan for Emergencies

Identify friends and family members who can help in an emergency. Give a spare set of house keys to a neighbor. Make arrangements with someone who can provide child care at a moment's notice.



Plan for Your Absence

Keep a supply of favorite convenience foods on hand so your family can prepare easy meals in your absence. When appropriate, show your children how to use the dishwasher and other household appliances.

At Work

Establish Long- and Short-Range Goals

Goals are your road maps for success. They tell you where you are and where you want to go.

Plan to Reach Your Goals

Define tasks needed to complete your project. Set deadlines and follow-up mechanisms.

Use Calendars and Planners

Yearly, monthly, weekly and daily charts help you break a big job into smaller parts.



Prioritize Tasks

Consult your weekly planning chart to make daily to-do lists. Use the ABC method to determine your priorities. Put each item in one of the following categories:

Priority A—"Must-Do"

These are critical items that must be accomplished right away.



Priority B—"Should-Do"

These are items that are less urgent. B items can be postponed temporarily, if necessary.

Priority C—"Nice-to-Do"

These items could be eliminated, postponed or scheduled for another time.

Delegate When Appropriate

Cross-train coworkers. Balance the workload. Give credit when others do the work.

Work With Colleagues

Plan contact with colleagues and staff to minimize the disruption to their schedules. Use a conference planner worksheet. Enter the names of people you frequently call. As you think of an item to discuss with someone, note it under the person's name.

