

Time Management Toolkit

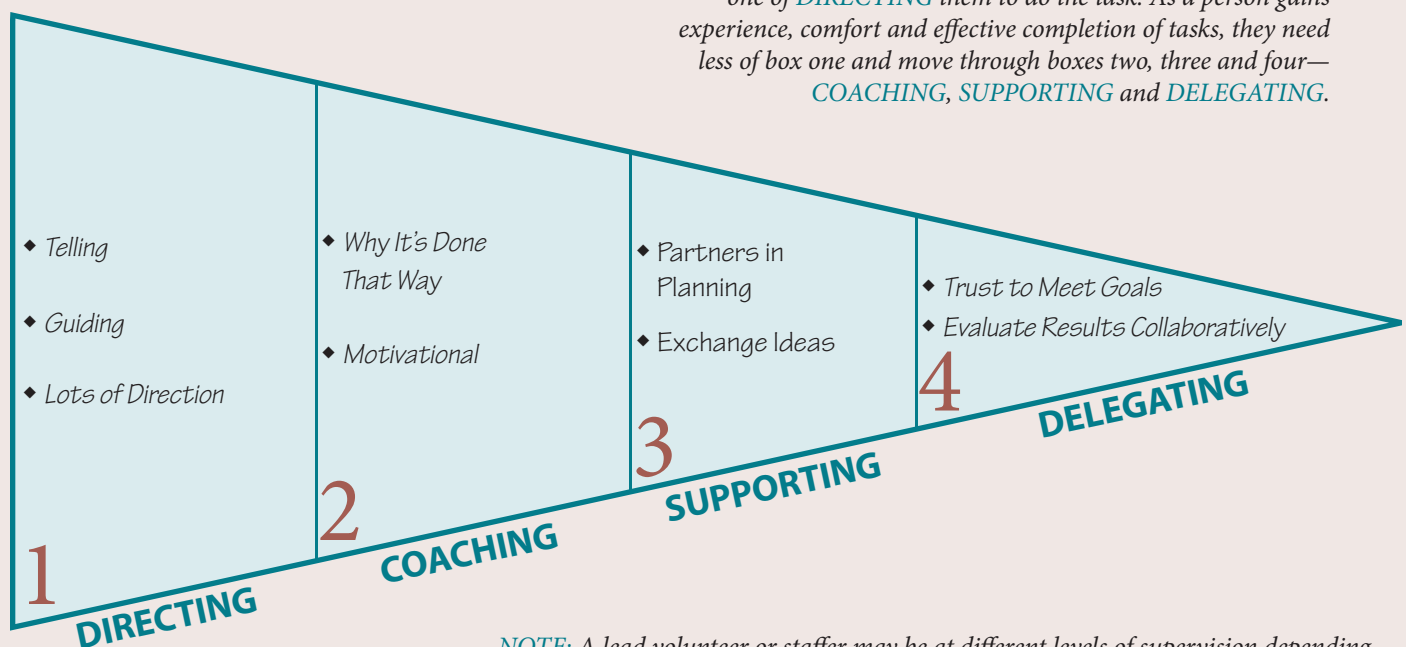
Tips for Supervising in Social Change Organizations

Thalia Zepatos, Director of Organizing and Training for the National Gay and Lesbian Task Force, recently facilitated a seminar on techniques for supervising social change organizers. Here are a couple of tools that participants found particularly useful.

1. When doing work plans (and do them!) use a reasonable time frame that works with the rhythms of your organization. If you can only project your work out three months at enough detail for weekly work plans, do that and do more frequent planning.
2. Figure out your most productive part of the day and reserve that part of the day for your challenging tasks. Most people have a two hour block of time when they feel most efficient and have a high level of clear thinking. Don't waste it—plan your difficult work when you are at your peak.
3. Plan your day in a proactive rather than responsive way. Often times responding to phone and e-mail communications can throw us into a more reactive place of work than finishing the tasks we needed to accomplish. Be available to respond, but don't spend your whole day responding to what comes through the door (or computer or phone).
4. Save up your little items to check in with co-workers about. Start a list and tackle several items at once when you have arranged a meeting time that doesn't stop your co-workers from focusing on their projects or have you hopping up every 10 minutes.
5. Regular check-in meetings for appropriate teams in the organization are important to making sure workplans, larger organizational or campaign goals, can be met as projected earlier.

The Management Spectrum

Using this chart, consider the experience level, comfort with, and skill level of the person doing the specific task assigned to them. If they've never done something before, you're in box one of **DIRECTING** them to do the task. As a person gains experience, comfort and effective completion of tasks, they need less of box one and move through boxes two, three and four—**COACHING**, **SUPPORTING** and **DELEGATING**.



NOTE: A lead volunteer or staffer may be at different levels of supervision depending on the task. It's up to you as the supervisor to determine what combination of support you need to offer them to do their job effectively and efficiently.