

AGREEING PRIORITIES

MANAGER'S CHECKLIST

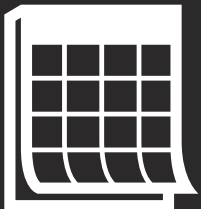
1 ACCEPT UNCERTAINTY

Accept that there will be uncertainty and change for now, and that this may be uncomfortable. Decisions made in good faith last week now need to be changed, in response to an emerging situation or new information.



2 DON'T FORGET THE BIGGER PICTURE

Your focus may be on short-term tasks at the moment, but don't ignore the long-term plan. Focus on identifying what you and your team(s) need to achieve today, this week and this month. However some of the University's long-term projects will remain critical so ensure you check with your manager which long-term plans still require your focus.



3 DON'T AIM FOR PERFECTION

Aiming for perfection is often not possible and not helpful - resources and time may be even more constrained. Aim for outcomes that are 'good enough'.



4 IDENTIFY THE MOST IMPACTFUL TASKS

Identify how you and your team can make the most impact, and prioritise these activities. The 80-20 rule helps to focus activity and energy on where it will have the most benefit or impact. (20% of your effort generates 80% of results).



5 BE FLEXIBLE TO CHANGING PRIORITIES

Consider whether you can free up some of your team for all/part of their working week to support other areas of the University. This may present development opportunities for members of your team and can be a way of motivating people.



6 DELEGATE

If your team needs to undertake new or additional activities, consider who are the best people to involve, based on their skills, experience, motivation and wellbeing. Remember that many people are new to working remotely and are juggling work with caring responsibilities, so discuss with individuals what workload and timescales are realistic for them

