

ACTIVITY IV (20 minutes)

Describe at least two actions that you, your staff, or your supervisor/Library administration should take to resolve or enhance the issue/behavior you mentioned:

1 Realistic deadlines (start lines) + complete follow through.

a. Your Action:

Though we have a huge yet rewarding task, keep in mind that "Rome wasn't built in a day." Utilize planning strategies that move us towards our goals w/o overwhelming and causing more harm than good. Outline, map out, tentative calendar, dates, review, repeat, etc.

b. Your Staff's Action:

c. Your Supervisor/Library Administration's Actions:

Be willing to adjust stand for those you supervise when determining implementation of items/programs/etc that require more preparation time than originally planned.

2 One-on-one meetings

a. Your Action:

Schedule one-on-one meetings w/ CHUM staff providing opportunities for questions/answers/discussions/resolutions

b. Your Staff's Action:

(Review attachment Habit 4 Stephen Covey before meeting) Come prepared to seek solutions. When addressing a problem you want to discuss, bring an informed solution to discuss.

c. Your Supervisor/Library Administration's Actions:

3 Communicate - communicate - communicate

a. Your Action:

Develop and bring a plan to disseminate info share, discuss, and formulate overall plan

b. Your Staff's Action:

Same

c. Your Supervisor/Library Administration's Actions:

Same