How to Thrive in Your Job Session NOTES

**Hot Topics identified by group:**

1. Scot’s Group
   1. Motivating floor staff to understand mission. Revolving door of staff.
   2. Setting boundaries, saying no, board or supervisors
   3. Prioritizing number one thing today
   4. Communication with part time staff
   5. Recruiting volunteers, recognizing and rewarding
   6. Hiring with uncertainty about next steps
   7. Defining culture and pushing out to all staff

2. Kelly’s Group
   1. Board of directors
   2. Volunteers – retention and acquiring
   3. Staff buy-in
      • Transition
      • Having enough to keep up with organizational demands
      • Limited resources, doing more with less
   4. Prioritizing and saying no
   5. Departmental communication and competition
      • Integration
   6. Prioritizing projects
      • Asking for help
   7. Open door policy
      • Respecting boundaries
   8. Work and family life balance
   10. Meetings – too many
   11. Time management
      • Meetings
      • Prioritizing
      • Work-life balance
      • Respecting boundaries
   12. Staff
      • Resources
      • Enough staff
      • Time
   13. Departmental communication

3. Shelly’s Group
   1. Accountability/expectations
   2. Lack of innovation/change
   3. Programs with no tie to mission
4. Staff vs. volunteer expectations
5. Staff to staff misunderstanding
6. Small staff work overlap
7. Interruptions
8. Lots of projects started
9. New leadership
10. Lots of change – good and bad
11. No institutional knowledge
12. Job vs. passion
13. Lack of accountability – exhibitions – connected to uneven expectation
14. Going off plan with a purpose

4. **Tomoko’s group**
1. Time management
   - how to get important things done
   - conflicting priorities and deadlines
   - balancing donor relationships and donor expectation
2. Leadership and support
   - how to get people to play with you when you are new
   - how to remain excited about job when dealing with daily fires
   - how to be taken seriously
3. How to clarify your role as it changes due to promotions

**Notes & Shared Resources from Large Group Discussion:**
We had a really robust discussion about some of the hot topics above, it is difficult to continue the thread of conversation, but we encourage everyone to bring this session and some of the topics up with the colleagues of your home institution and practice openness as a way to address them.

- Default dairy (spreadsheet)
- Block out time on calendar to you give yourself time during the workday to think, get work done, etc.
- Trello (software program)
- Multiple project e-calendars provide full scope of work
- book: *Drop the Ball*
- 50-minute meetings
- Covey time management grid (see attachments)
- Meeting free Fridays
- Passion planners
- Write down activities
- Meeting agenda: include topic, name of presenter and time to keep everyone on track
- Debrief what you have learned at conference and share/implement
- Rotate agenda and meeting minute taker
- Design thinking process regarding meetings, discussions
- If flexible, work on off day so you won’t be disturbed by interruptions and meetings (Tomoko does not believe in doing this unless you get to take a regular day off!)
- To preserve staff, set limits on how much programming to take on; programs must align with mission
- Bi-weekly full time staff meetings
- Delegating to part time staff
- How to respond to Board members great ideas – Ask: how does this fit into mission? Identify the problem the board member is trying to address and then ask for permission to solve the details with staff
- “Parking lot” for ideas on manager’s door and review every two weeks (anonymous post-it notes by staff provide insight into what staff are thinking, dealing with, etc.)
- Agile (software program)
- At senior team meetings, let colleagues know to go through department head instead of directly approaching subordinates in other departments.

Book: *Ego Free Leadership*, Brandon Black
Book: *Creativity Inc.*, Ed Catmull, how to manage a creative team