



FootNotes



Jan. 19, 2010



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Director's Notes

"Nothing great has ever been achieved except by those who dared believe something inside them was superior to circumstances." -Bruce Barton

SUCCESS TIPS FOR 2010

We all can feel overwhelmed at times. Occasionally our "eyes are bigger than or stomachs" with respect to taking on assignments. The SCOK has many opportunities to serve this year and YOUR input is greatly needed and appreciated. BUT, as Coacher has said many times, "those who govern best, govern least". So how do we accomplish this? The answer is DELEGATION! As we charge ahead into 2010, let's commit to a proactive approach in our planning, scheduling...AND in our delegation. Here are some valuable tips from the noted Management Experts at TA Fasttrack, These helpful hints can be used in your business, personal and family efforts and applied in our SCOK preparation functions this year. The goal is to increase productivity and relieve stress. Enjoy and Apply:

Delegate to a Person with Demonstrated Competence

Having determined what to delegate, the next step is to select the person to whom you will delegate the task. If you delegate an important task to a person who is incapable of performing adequately, you are setting that person up for failure while inviting disappointment and frustration on your part. This is not to say the person has to be as capable as you. But he must have sufficient skills and experience to effectively perform the delegated task. Choose carefully. It is in the best interest of the person to whom you are delegating and of course, in your own best interest as well.

Define the Task clearly

Be clear as to your intended outcome. What is the end result you want to achieve when the delegated task has been completed? Make every effort to describe this clearly to the person to whom you are delegating the task. Then ask him to repeat his understanding of the assigned task.

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Calendar

Jan, 26: 6 to 7 Installation of Officers, Awards Ceremony with Pizza & Pop

Jan. 26 to 31: 2010 Midwinter Convention, Tampa Florida at the Tampa Bay Performing Arts Center, Carol Morsani Hall. Details to come later.

Feb. 21: Church of the Redeemer, Sarasota Sunday. Sing at 5 pm, gather at 4 pm.

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If his description is not an accurate summary of what you want to accomplish, explain the differences in detail and ask him to again feed back to his understanding of the assignment. If the two of you do not start out on the same page, there is little likelihood of success.

Set a Deadline

Set a clear deadline for completion of the delegated task...Do not be vague. An ambiguous target such as "sometime next week", or "as soon as you can get it done" will not serve either of you well. Without a clearly defined completion date, there will be no sense of urgency, and the job may very well drag on ad infinitum, frustrating you both.

Establish Benchmarks

It will be important for both of you to be able to gauge the progress being made as the delegated is carried out. Specifically, how will you measure this progress? Reach agreement on the yardstick by which you will make such judgments.

Agree on Consequences

What will be the consequences of the person successfully completing the delegated task? Are these consequences known by the person charged with the responsibility of carrying them out? Are they important to him? Will they serve to motivate him? The consequences do not have to be enormous, but they should be meaningful to him. Otherwise they will have little effect. Their emotional import is what will have the greatest affect.

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HAPPY BIRTHDAY

Member

1-07 Sonny Pruitt
1-11 Don Clause
1-11 Ray Gape
1-11 Bob Kemp
1-12 Leon Porch
1-14 George Gipp
1-14 Joe Rocklein
1-20 Don Loos
1-24 Hank Stromenger

And Spouse

1-05 Cathy Woolley, John
1-08 Mickey Bronson, Milt
1-13 Ginger Cullen, Bill
1-13 Betty Wolfe, Lowell
1-19 Jan Sinclair, Del
1-24 Lois Ann Huldin, Don

HAPPY ANNIVERSARY

1-07 George & Cathie Gipp
1-14 Bob & Ann Gannon

With apologies to all those missed last week!

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Put it in Writing

Before the delegated assignment is launched, there is one additional important step. Have the entire process described to this point documented in a written agreement. Then have each of you sign it. Psychologically, this final step transforms your mutual understanding into a commitment.
"Try It...You'll LIKE it!"

Action Exercise

What one activity or task that does not represent the highest and best use of your time, but that is nevertheless important to your success?

Will you delegate?

Your Directing Team, Don & GGG

Sunshine News

A THOUGHT TO REMEMBER

"We will open the book. It's pages are blank. We are going to put words on them ourselves. The book is called Opportunity and it's first chapter is New years Day."
Edith Lovejoy Pierce

Cards, calls & prayers are always welcome.
Sunshine Chair— Ed Manville **941-346-8219**
or <hiedm3@comcast.net>

SARASOTA CHORUS SPRING SHOW

Saturday, March 6th & Sunday, March 7th, 2010 at the brand new Riverview Performing Arts Center. The Center is on Proctor Rd. at the corner of Lords Ave. (south of Bee Ridge Rd & east of US 41, the trail). We will likely be the first Community group to perform at this venue.

Saturday Matinee is at 2:30 pm,
Saturday Evening Show is at 7 pm.
Sunday Matinee is at 2:30 pm.
Prices are \$40, \$35, \$30, \$25, and \$20.
Ticket Chairman is Joe Nanfita, 941-484-7589.

1 PERFORMANCE— 1 DATE

The following date has been confirmed.
Please mark your calendars.

2010

Sun. Feb. 21: 5:00 PM Church of the Redeemer,
Sarasota

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must be sent to the editor at—
< editorken@yahoo.com > by **Noon Monday**.
This address is for **FootNotes** articles only.
For all other emails, please use—
<rohorskf@yahoo.com> Thank you, Ken