

**Topic: AJ job priorities**

**Date: Tuesday, 5/31/2011**

In our staff meeting today, I asked you to identify each of the things you believe I should be doing. Then, I asked how I would do those- what proactive action step could be taken to make sure it happens. I asked, too, how much time I should spend on each.. Finally, I asked you to rate each item as a 1, 2, 3 (1 = high important, 2 = less, but do it, 3 = if you have to let something go in order to make the most important happen, then skip these and get the 1s and 2s all completed).

I have listed the items from today in the chart below, listing the 1s first, etc... They are not broken down in importance other than that. As well, I have listed a brief description of what it contains (not discussed in meeting as directly), followed by categories we did discuss- how to do it / action step and time allotment / expectancy per week.

Rank	What	Description	How? Action step?	Hours/ week
1	Pray, study, prepare to teach	For things Village-related- not sum of all study and prayer	Off-site, coffee shop, etc.	4
1	Dream Center (planning and event)	Planning meeting on Tuesday (2 hrs), event on Thursday (5)	At The Dream Center.	7
1	Clear communication with staff	Updates on meetings I'm attending, needs, etc.	Email- ideally each day. Or as new things come along	5
1	Networking	With board members, church leaders, other high-level volunteers, etc.	Meetings throughout the week. When appropriate, these will be sent as updates to you all	8
2	Church relations	It seems the difference between this and the "networking" above is that networking is internal (?), and church relations we are seeing as external...?	Meetings throughout the week. When appropriate, these will be sent as updates to you all, as the category above will be done.	10
2	Available for staff, personally	Meetings, face-to-face (note, you said email communication is more important)	Mondays, I will be in the office all day, except possibly being out for lunch. This will be a good day to catch me for a meeting.	8
3	Grants	Primarily working the schedule that we have created. Also, adding new grants to the list as they are found.	Tuesday afternoons to work on this. I am praying for someone to work as 1) a volunteer or 2) on commission basis to write grants or assist me. Wednesday afternoons, as well	6
3	Client relations	Interacting with the residents outside of The Dream Center event.	Primarily during Monday orientation. Also, have staff give directions to residents re: chores and other duties.	2

Rank	What	Description	How? Action step?	Hours/ week
3	Anything "to keep us afloat"- would be long-term planning, too?	This includes looking ahead for funding possibilities, as well as looking to see what we can save now.	Planning. Looking at possibilities and bringing them to the table for consideration / feedback by staff and others.	8
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From the above, there are two items that are missing that play a huge factor each week:

- **Margin** (things that happen that you cannot account for), and
- **Writing** (unless it fits into the grant time, which often it does not).

*Next week*, I would like to take this a step farther and begin working on others on staff. This will help us departmentalize, better communication (i.e., we all know exactly who to go to for \_\_\_\_\_), allow us to begin handing off budgets, etc...

**Here's how I'm proposing to work this schedule- some of this is already in place-** (I have listed the priority from above, as well as the area, where applicable. Some of these, you will see, do not fit into neat categories):

• **Monday**

- AM-
  - Planning and staff meeting (Priority 2, available for staff personally)
- Lunch
- PM-
  - Client orientation (Priority 3 = client relations)
  - Departmental staff meetings (Priority 2, available for staff personally)
  - Email staff when applicable (Priority 1, communication)

• **Tuesday**

- AM-
  - Planning and Dream Center lead team meeting for Thursdays (Priority 1, The Dream Center)
- Lunch
- PM- Grants / development (sending and follow-up, depending on what week of the month it is, also includes thank you's to donors) (Priority 3, Grants; Priority 1, Networking)
- Email staff when applicable (Priority 1, communication)

• **Wednesday**

- AM-
  - Study / write- prep for things I am teaching (Priority 1, The Dream Center)
- Lunch
- PM-
  - Study / write- prep for grants, church relations (make contacts, follow-ups) (Priority 3, Grants; Priority 2, Churches)

- Email staff when applicable (Priority 1, communication)

- **Thursday**

- AM-
  - Networking / church relations (Priority 1, Networking; Priority 2, Churches)
  - Email staff when applicable (Priority 1, communication)
- Lunch
- PM-
  - Dream Center, after lunch through ??? (Priority 1, The Dream Center)

- **Friday**

- AM-
  - Office / admin (Priority NOT LISTED- Margin)
  - Planning ahead, as well = Priority 3)
- Lunch
- PM-
  - Planning, available for staff as well (2, 3, Margin)
  - Email staff when applicable (Priority 1, communication)

- **Saturday**

- AM,
  - 1st Saturday of Month, Adopt-a-Block, Dream Center
  - 2nd Saturday of Month, prayer and Church of the Highlands
  - 3rd Saturday of Month, Prayer Force United
  - 4th Saturday of Month, prayer at Church of the Highlands