

3) You, and others, might then agree that certain tasks should be eliminated, procedures modified or simplified and jobs grouped or even delegated.

TIPS for Secretaries:

1. Don't type when handwritten copy will do (i.e. travel authority, travel claim, personal inventories)
2. Don't type long reports if they can be forwarded to a word processing unit for typing.
3. Don't photocopy if DSS can make copies.

TIPS for Officers:

1. Don't write a three page memorandum when a simple phone call, or note on the incoming correspondence will do.
2. Don't interrupt your secretary unnecessarily when a note will serve the same purpose.
3. Don't receive more paper than you can read, take your name off circulation lists.

4) On average, officers spend almost half their time in meetings. Meetings can be valuable, but, too often, much of the time they take is unproductive because they are generally too long, poorly prepared, and not conducted well.

TIPS for MEETINGS:

- \* Make sure you have enough information beforehand, including a detailed agenda/statement of purpose. Have your secretary ask for this if necessary. Give others this information if YOU are calling the meeting.
- \* Don't just attend because you always do. Ask to attend only the parts which involve you.
- \* Don't hold meetings just because: "it's Monday and we always meet on Mondays."
- \* Start and end meetings on time. Always ensure there is a stated finish time - have your secretary ask for one for those you are asked to attend.
- \* When planning a meeting, define its purpose, who should attend and why. Rather than always asking the same individuals because of tradition or courtesy, have your secretary call those who are not really required to offer them the opportunity not to come. Offer to send a summary (minutes) afterwards to keep them up to date if they wish. Having fewer people, and the right ones, at a meeting is usually much better. You will save their time, too.