

## TAKING ACTION

You have now had time to consider all of the variables. Here is a list of questions that will provide you with a framework within which to set goals and devise the means to achieve them.

1. Of all the activities you will undertake, do you know which will produce the most important results or the highest returns?
2. Have you analysed and established what *must* be done versus what *should* be done?
3. Are the objectives and priorities you have set realistic and attainable?
  - Can you get other people to buy into them?
  - Can you justify sticking to them when other opportunities appear?
  - Have you built in flexibility to take advantage of new opportunities?
4. Have you set strategies, objectives and priorities against short-, medium- or long-term time frames?
5. Can improvements be made to activities and tasks that are likely to consume a substantial amount of your team's time?
6. Have you established a framework to promote teamwork:
  - By assigning responsibilities equal to staff capabilities and interests?
  - By providing regular opportunities for free and open sharing of ideas and opinions?
  - By ensuring everyone clearly understands the objectives and their role in attaining them (i.e. what is expected in terms of output and quality)?
  - By providing for feedback (through regular monitoring, assessment or evaluation)? Is feedback incorporated into program planning?
7. Have you maximized opportunities for quality output by matching people's knowledge, skills and interests with adequate resources, technology, and training?
8. What networks can you build on (e.g. resident Canadian community including businesses and individuals, provincial offices, non-governmental organizations with Canadian connections, regional programs, programs of other government departments, business associations, alumni of Canadian universities)?