

Scheduling For Success

Most of us accomplish more and work more efficiently when we are under some kind of pressure. We need to be pushed to produce our best work. As a supervisor, one of your major jobs is to keep every one of your employees busy and productive. You have to offset the natural tendency of people to slack off when they are not faced with the pressure of a deadline.

This is a situation where Parkinson's Law, which states that "Work expands to fill the time available", comes into play. If you tell one of your employees that a piece of equipment needs to be fixed or a specific maintenance task should be done, he will plan his time so that the task gets done when it fits into his schedule, which is not the same as your schedule or that of your club.

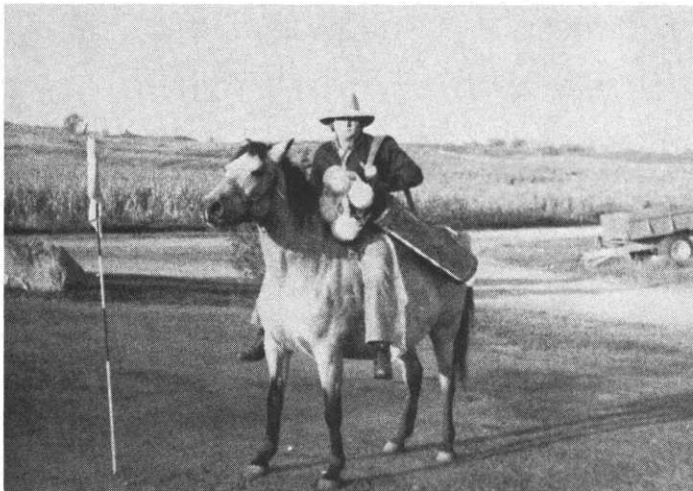
However, if you tell him that the task must be completed by tomorrow morning and the two of you agree that it can be finished by then, he will probably break his neck to get it done on time.

Effective scheduling of employee tasks can make the difference between a department that runs like clockwork and one that always seems to be in a crisis. Schedules and deadlines give urgency to activities that without pressure might pile up until a time when everything must be done at once.

If you are after consistently good results from your employees, you have to be willing to devote the necessary amount of time to setting priorities and planning schedules. The more crowded, hectic and busy your own schedule, the more important it is that you take the time to plan your employees' work effectively.

First of all, you must set your priorities. You are the manager. You know what tasks must be accomplished and how important each one is. You know the reasons for each task and the way they all fit together. This is your responsibility, and the people over you care more about the completion of the tasks than the way in which you accomplish them.

Energy Crunch?



With the price of gas going up and the price of oats going down, who knows what we might see on our golf courses next?! But please, keep your golf cars off the green!

To ensure that the work gets done on time, set a deadline. It is often helpful to work out a mutually acceptable deadline with the employee who will be doing the work, but you must make sure that there is a deadline and that those responsible know what it is. Put it in writing, if necessary, and enforce it.

Many supervisors and managers find it helpful to draw up a timetable. It doesn't have to be fancy, but it should include all the important tasks which must be completed within a given time period, the deadline for their completion and the name of the person responsible for each task. If this timetable is distributed to the appropriate people or posted in a prominent place, then each of your employees can schedule his own time in order to work at peak efficiency.

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