Translating Ideas Into Action

New year, new ideas, fresh beginnings… how do you move your best ideas OFF your to-do list and ON to an overly full plate? Here are some easy tips to turn your best ideas into action. Set goals with your mentor and get started on your best work today!

Get Organized

A clear and coherent organization system is crucial to your ability to utilize your time efficiently and deliver on promises. Do not invest energy in systems that do not fit you well - if you work best a traditional paper calendar and notebook, stick with it - as long as it works for you. If online or app based systems are a natural fit for you, try a couple different options until you find one that suits you well. Your organization system for your files, your calendar, and your ongoing task list must work well, or you risk losing important documents, missing meetings, and failing to complete needed tasks. Find a system or method that works for you and use it.

Prioritize

Once an effective system is working alongside you as you build goals and lengthy to-do lists, it is easy to become overwhelmed with the number of active plans you may have. It is imperative to focus on the goals that align well with your overarching career goals - refer to your Individual Opportunity Plan. How does an individual project fit into your long range plans for your career? If it doesn’t clearly advance your goals, you must decline. Saying NO to projects that don’t help you move forward is a crucial skill.

Delegate and Collaborate

If a task is recurring or easily completed by your support staff, delegate it immediately and do not double check their work. Find opportunities for collaboration - your mentor can be an excellent guide in finding likely individuals. Seek research partners from online resources such as http://www.experts.scival.com/nebraska. Participate in networking opportunities, and ensure colleagues are aware of your desire to work on projects in your area of focus. Utilize support staff and collaborators to your shared advantage.

Plan your work and work your plan

Writing the “history of the future” can be a great way to see the path ahead for your efforts, and help you avoid barriers and hurdles when possible. Set SMART goals for your work, breaking large projects down into smaller, manageable pieces. Ensure your mentor is aware of your goals so they can help keep you accountable. Don’t forget to update your CV and save materials for your eventual promotion!