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Personal Productivity – 2

“In order to stay ahead of the never-ending press of daily operations and to attend to the many important issues of member service, a manager must be well-organized and highly productive. Below are some of the strategies and habits that can improve your personal productivity.

- **Organize and save your work.** As you produce written standards, policies, and training materials; various communications; specialized spreadsheets; and other material on the computer, save them for future use. You’ll use them again as you grow your business.
- **Benefit from delegation.** Delegation is a key to personal productivity. It allows you to understand your own strengths and weaknesses, and to plan for the future. It also allows you to be more efficient in your business.
- **Master the art of delegation.** Delegation is a key to personal productivity. It allows you to understand your own strengths and weaknesses, and to plan for the future. It also allows you to be more efficient in your business.
- **Establish daily, weekly, monthly, seasonal, and annual habits.** The above disciplines will be far easier to implement if you establish regular schedules to do some of them.

The efficiency of your operational area and your employee work habits will reflect your personal productivity. To the extent you are disorganized, undisciplined, and work without a plan, your area of the operation will follow suit.”

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Discussion Point: Personal productivity is a key discipline for any club manager. Ask managers if they can add any of their own productive habits to those discussed.

Take Away: Personal productivity is a key discipline for any club manager.

Teachable Moments