

Spending Your Time Wisely©
The Development Leader-Manager

| Priorities | Ideal | Perceived | Actual |
|---|-------|-----------|--------|
| 1. Planning <ul style="list-style-type: none"> • Mission, Vision and Values • Strategic plan and budget • Creating an effective and appropriate culture • Tactical plan and budget • Monitoring, analyzing, adjusting | 20% | | |
| 2. Organizing <ul style="list-style-type: none"> • Systems • Policies • Procedures • Space, tools, equipment and other needed resources | 10% | | |
| 3. Staffing <ul style="list-style-type: none"> • Needs assessment and job descriptions • Hiring and Orientation • Staff development planning and execution • Gaining understanding and keeping • Coaching and team building • Delegating responsibility and authority • Monitoring • Providing feedback and evaluating | 15% | | |
| 4. Leading <ul style="list-style-type: none"> • Setting high performance standards • Providing inspiration • Anticipating crises, wide-angle, long view • Innovating and managing change • Managing up and out • Focus, priority setting, decision making • Personally performing | 15% | | |
| 5. Monitoring and Reporting <ul style="list-style-type: none"> • Regular, consistent reports • Reviewing • Sharing with appropriate others | 5% | | |
| 6. Staying Current <ul style="list-style-type: none"> • Reading • Attending conferences • Networking with peers | 5% | | |
| 7. Networking within <ul style="list-style-type: none"> • Meeting with mission staff, clients, administrative leaders • Attending key activities | 10% | | |
| 8. Administrative responsibilities and other duties <ul style="list-style-type: none"> • Attend strategy meetings • Attend staff meetings • Other | 10% | | |

If you would like to learn more about corporate and foundation relations, managing time, or any other aspect of management, leadership or institutional advancement, contact us at 914 428-7777 or mail@theosbornegroup.com or visit us at www.theosbornegroup.com The Osborne Group is a full service management, consulting and training firm specializing in philanthropy, opinion research and organizational development.