

**WORK SMARTER
NOT HARDER:**

REINVENTING STAFF
& REDEFINING YOUR
WORKFLOW

START WITH WHY: SHARE THE VISION

- Seek input to get output
- Involve everyone in the strategic planning process
- Unite & excite the team to be a part of the forward movement of the organization
- Be nonjudgmental, honest, and frank

“The boldest act of a leader is to be publicly vulnerable...a vulnerable leader is one who checks his or her ego at the door, is comfortable not having all the answers, and is ready to wholeheartedly embrace the perspectives, opinions and thoughts of his or her people.” – Jim Haudin, CEO Root, Inc.

EMPOWER STAFF AND YOURSELF

- Give your staff decision-making authority
- Let them work – check in but don't hover
- Send them out into the world –
Pilgrimages, Community volunteerism
- Use your ears
- Use deadlines
- Toss out ego



REIMAGINE AND REDEFINE

- Job duties and functions written for the position NOT the person
- Centralize job functions – Too many cooks in the kitchen concept
- Be practical - don't reinvent, reimagine
- Look for inefficiencies and catalyze change



REAFFIRM & RECOGNIZE

- Celebrate leadership & innovation
- Quarterly check-ins with each staff
- Morning Minutes and monthly meetings
- Say thank you every day
- Appreciation meals for staff and volunteers



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