

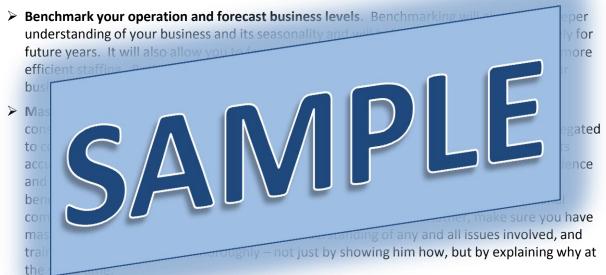
Golf Management on the Go

#170

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 procedures; training materials; various communications; specialized spreadsheets; and any other intellectual material on the computer, save them for future use. Most of what you spend time to create you'll use again as you progress through your career, but you must be able to find it.



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."

Ed Rehkopf, What I Expect from My Club Management Team

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