

Organizational Skills

Be totally committed to do your duty.

Build your staff with the highest quality people.

Cross train where possible.

State your expectations right from the start.

Delegate responsibility and give ownership.

Set goals and stay focused.

Communicate constantly.

Assume nothing, always follow up.

Utilize your resources.

Always plan ahead, never procrastinate.

Always be available and visible.

Lead by example.

Manage your time.

Never forget that decisions have consequences.