

Time Management

Manage Yourself - not your time

You can't save time - you can only use it more efficiently

Suggested ways to Manage Yourself (and thus your time):

- Make daily “To Do” lists
- Create Monthly Checklists
- Create Brochures dealing with your school philosophy on Sportsmanship, Athletic Training, Communication, Review of Athletics. This will save you time on the telephone dealing with questions parents may have.
- Utilize school's website
 - I. Athletics
 - A. Academic Eligibility
 - B. All Sports Pass Information
 - C. Athletic Awards
 - D. Athletic Department Coaching Staff
 - E. Community Service
 - F. Direction to Opposing Schools
 - G. Hamilton County Championships
 - H. Hamilton County Championship Teams—Clay
 - I. Athletic Handbook and Consent Form
 - J. Important Dates Calendar
 - K. Parent Meetings
 - L. Physical Examination Form
 - M. Practice Starting Dates/Team Information
 - N. Schedule Line
 - O. Sponsorships with athletic department
 - P. Sports at Clay
 - Q. Sportsmanship
 - R. Sport Team Webpages & Team Calendars
 - S. Undefeated Boys Teams
 - T. Undefeated Girls Teams

- SASI - send queries to coaches for consents lists, physicals lists etc. This will allow coaches to print the list themselves.
- Create a group for e-mail addresses of parents
- Use an athletic scheduling program (Schedule Star, Pontem)
- Put calendar on school network for all to view & check before scheduling
- Try to hire officials for two years
- If you have a fundraiser, hire someone to coordinate this project.
- If you have concessions and/or after-school snacks, get parent volunteers to help stock, make popcorn, count money, etc.
- Filing: paper filing vs. computer filing (backup)
- Use email as much as possible for correspondence
- Try to delegate responsibilities (i.e. phone calls to officials, reminders to schools, transportation requests, concession duties, etc.)
- Be sure to have agendas for pre-season coaches' meetings - include practice information, parent meeting information, etc.
- Create an action folder - things that need to take precedence
- Create spreadsheet documents—you can then merge these with a Word document to write letters, etc.
- Post weekly schedules on internet, phone, or email
- Monthly staff meeting - set these and make them the same every week
- Rolling dates of calendar to next year...Use Excel Spreadsheet and add 364 days, then change home and away locations. This saves time re-entering every year.