

How Do I
Administer Alone
or With Limited
Staff?



Hello!

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Are we ever alone?

Professional Organizations

- National
- Regional
- State
- Local



Are we ever alone?

Collegial Circles





How is your State Association Structured?



MULTITASKING IS KEY

- Google Calendar
- Triage
- How many hats do you wear?


Effective Relationships

WITH ALL PARTIES

- Administration
- Coaches
- Teachers
- Clerical
- Custodial
- Buildings and Grounds
- Parents
- Community Members

Most importantly:

STUDENT ATHLETES



Ask yourself:

**Why should people
follow me as a leader?**



Time Management

- > Calendar
- > Timing
- > Visibility
- > Perception of Priority
- > Delegation



Clear Mission and Desired Outcomes

Where are you going and how
are you getting there?

How aware are your
stakeholders?

Personnel and Hiring

Makes you and/or breaks you

How are you dedicating time to make your staff better?

Mentoring





ORGANIZATION WITH LIMITED TECHNOLOGY

How do I thrive with
limited technology?

Self Care

Put down the
phone and
enjoy what
life has to
offer

Take time
for family
and self

Be
present in
the
moment



**BALANCE
BETWEEN WORK
AND HOME**

**HOW CAN I BE EFFECTIVE
IN BOTH PLACES?**

COMMUNICATION IS KEY

**CLEAR UNDERSTANDING
OF WORK/HOME
RELATIONSHIPS AND
BOUNDARIES**

ANY QUESTIONS?

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