



The Efficient Athletic Office

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The Efficient Athletic Office

An efficient office can be described as performing or functioning in the best possible manner with the least waste of time and effort; having and using requisite knowledge, skill and industry.

“Efficiency is doing better what is already being done.”

– Peter Drucker

Organization of the School

- Is there an Organizational Structure?

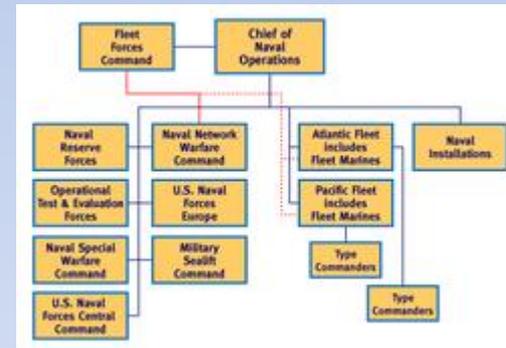
- District Administration

- Superintendent
- Asst. Superintendent
- Human Resources

- School Administration

- Principal
- Assistant Principal

- Building and Grounds Director



Organization of the Athletic Staff

- Assistant Athletic Director
- Athletic Secretary
 - Other support staff in the school
 - Adult or student volunteers
- Athletic Training Staff
- Aquatics Manager
- Ticket Manager
- Concession Manager
- Event/Contest Supervisors
- Head Coaches
 - Communication with head coaches



Athletic Office

Physical Considerations

- Location of the Athletic Office in the School
 - Proximity to Athletic Facilities
 - Location to other offices/teacher center
- Desk and work space
 - Ample space to work on projects
 - Office layout conducive to work as a team
 - Comfortable work chairs and/or stand-up desk

Organize Your Office

- Many resources available for office organizational needs
- Utilize file folders, inbox, etc.
- File, file, file
 - Eliminate piles on your desk
 - Electronic files in lieu of paper files
 - Purge as needed
- Set an example for your staff and coaches



Technology

- Office Technology Needs
 - Copy machine, fax machine, scanner, multiple computer screens, color printer
- Individual Technology Needs
 - Laptop, i-pad and smart phone
- E-mail
- Document sharing – google docs
- Electronic Calendar
 - Sharing feature and meeting invites
- Scheduling Database
 - Communicate with other departments (B&G, Officials)
 - Online access
- Budgeting Process
 - Developing the budget and requesting supplies/equipment



Prioritization

- To Do Lists
 - Daily and/or weekly checklists
 - Set timelines and meet them...set an example
 - Checklists for events (Awards night, tournaments)
- Delegation
 - You cannot do it all...trust others
- Difficult/complex tasks in the morning
- Try not to multi-task



“Do, Delegate, Delete, File....”

Communications

- Weekly Schedules of Facilities, Practices and Events
 - Coaches and B&G Personnel
- Weekly Schedules of Home and Away Contests
 - Front desk, District office, Media, Security & Yearbook staff
- Weekly Schedule of Officials & Workers
 - Share with Asst. AD and Event Supervisors
 - Reminders to athletic workers
- Social Media – to share information
 - Twitter, Facebook

Personal Organization

- Live a Healthy Lifestyle
 - Nutrition, exercise, sleep and spiritual
- Personal time for family and friends
- Organization at home
 - Family and Calendar
 - Automated bill payments
 - House chores and repairs
- Outside Interests
 - Local clubs or volunteer groups
- Turn your phone off...



Miscellaneous Tips

- Collaborate with other Athletic Departments
 - Athletic Department Secretaries communicate and meet during the school year
- Teamwork – don't be afraid to get your hands dirty
- Get to know your staff and key personnel at school
- Set meeting times...with an ending time
- Is there a quiet place at work to accomplish tasks?

Miscellaneous Tips

- Take care of people that take care of you!
 - Athletic gear, gift certificates & food
- Office lunches
 - Birthdays and holidays
- Buy flowers/plants for the office
 - Creates a positive environment
- Acknowledge and say thank you
 - Take the time to write a thank-you note

Reflect and Evaluate

- Evaluate your athletic department staff
 - Provide useful feedback
- Reflect on how to improve your work habits
- Ask for constructive feedback from colleagues
- Set goals for the year
 - What can you improve upon?

“Always strive to be better than who you were yesterday.”

Questions

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