

## 100 FIRST DAYS

*July 1-October 8, 2022*

*Unfortunately, your first 100 days may coincide with the busiest time of the year*

Acknowledge that all relationships are important but some may dictate your survival rate, at least early.

\*Secretary

\*Director of Facilities, Buildings & Grounds

Custodians-where is our storage areas?

Grounds crew

Tour facilities & document

\*Transportation

\*Fall Head Coaches-schedule a meeting

\*Superintendent

\*Asst Superintendent for Business & Finance

\*budget printout for this year

\*their philosophy-buy early to prep for freeze OR they understand athletics and the purchasing cycle

\*Asst Superintendent for Curriculum & Instruction (Health & Phys Ed)

\*League Presidents & Section Exec Directors

\*League Scheduler & Assigner

\*Another AD in your league-look out a mentor

\*Are you in a situation where you can talk to the former AD?

\*Purchasing Dept

\*High School and Middle School Principals

\*Medical Director, Nurse Practitioner, Nurses

\*Athletic Trainer

\*Health & Physical Education Staff

\*Are there curriculums?

\*Your rep for the companies your district works with; Riddell, BSN, Under Armour etc.

\*Human Resources-what winter coaches are coming back-who isn't. You'll be posting winter ASAP if it hasn't already been done; acceptable & expected hiring practices

\*Town/City Parks & Recreation

\*Union Heads for administration, teachers & support staff

\*Booster Club or Clubs; officers

\*Local Sports Editor

### **Business Practices to Consider**

\*Thinking about, starting, developing and accessing your vision.

\*Meet with your lead secretary at the same time every day; reduces interruptions. Prioritize daily touch points, your signature, needs of the secretary as it relates to you, daily event schedule, projects with upcoming deadlines, projects down the road.

\*How do you want to be approached? Open door, call, text or email for an appointment. ***First thing Monday Morning***

\*Determine the best organizational structure and practices for you and your office.

\*Take notes, record into your phone

\*Identify leaders on staff and ask for their input and help

\*Take notes on every meeting; day & time, issue, solution, what did I agree to do next for them?

\*Communicate, communicate, communicate

\*Review for errors before sending

\*Grammarly

\*Ye Olde Thesaurus

\*Document, document, document