

YOU AND IN-BASKET

Remember:

Review-Decide-Explain

Stephanie Winston identifies four actions that can be taken on the material crossing your desk: The book is: "The Organized Executive: New Ways to Manage Time, Paper and People" (Norton, New York, 1983).

These actions are expressed as TRAF

1. T rash IT
2. Refer IT
3. Action IT
4. File IT

The majority of the material you will find in your in-basket will involve taking actions which may include the decision to refer to others. This is also a decision, which should be explained- the same way any decisions should be explained- Again it will only become a problem when you find yourself referring everything.

Review-Decide-Explain

After all this preparation in in-basket is now in front of you. The seal has been broken and you are ready to begin. Remember again, this is just another way of giving you the opportunity to show what you know.

Background Material

If you are given background material, review it quickly and place it aside for future reference. Keep the organizational chart handy and be aware of where you fit in the organizational chart.

Review-Decide-Explain

1. Read each memo as quickly as is comfortable without losing comprehension. Make note of important information. Underline, Write, DRAW - Use what ever method is comfortable to help you outline the key points of each memo. Be aware of *

Deadlines

Relationship between the reader, the writer and the subject

Jurisdictional issues

2. Make a tentative evaluation:

Talk to staffperson

Delegate