



San Mateo County
Supervisor Tip Program

TIP OF THE WEEK

TO MEET SUPERVISORY EXPECTATIONS

Audit your time usage in relation to the seven key responsibilities of a first-line supervisor

Organizational needs to be met by the first-line supervisor are: (1) high quality work and customer service (highest priority); (2) productive staff and cost control; (3) motivated staff; (4) trained staff with continued development; (5) good up/down communications; (6) staff working as a team; and (7) continuous methods improvement, or finding ways to work smarter not harder.

Keep a log for a week on how much time you are spending in each of these seven areas. You may find you are spending no time in several key areas or spending time in areas not related to any these key responsibilities or spending too much time in just one or two areas. The key is to act on the information this time usage audit generates. Spend your supervisory time doing important things.

THOUGHT OF THE WEEK

“If you want to make good use of your time, you’ve got to know what’s the most important and give it all you got.

Lee Iacocca



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