MANAGING THROUGH COVID: RE-PRIORITIZING GOALS DURING FURLOUGH and PERSONAL FLEX TIME PROGRAMS

Setting new goals for your unit as you adjust for changes in work hours will be integral to maintaining a positive and productive environment. Use this worksheet to guide your conversations with your managers, direct reports, clients, and partners as you clarify and re-prioritize your unit’s new scope and timelines.

Compassion
Conversations about furlough/flex time need to be conducted in a manner that ensures employees feel respected and cared for.

Mindset
Pay attention to your own mindset and approach when preparing to have conversations with others.

Emotional Intelligence
Take a moment to pause and reflect before responding to questions, changes, or new information.

Self-Compassion
Accepting changes to your own productivity levels can be challenging. Take time to practice self-kindness and resiliency.

Adjusted Expectations
Talk to your supervisor about their adjusted expectations for your team and revised vision for the larger division.

Conversations
Ask employees to prepare a list of projects they are working on so you can make informed decisions about timelines and your unit’s scope of work.

Revised Goals
Your team members will have reduced capacity. How will you build a plan to adjust for that reduction? Remember – the time employees lose to furlough/flex time is not to be made up later.

Input
Work with your stakeholders, partners, and colleagues to listen to how their circumstances have changed. Does your output still meet their needs?

Service
Work with your team to determine what a high-level of service looks like during furlough/flex time.

Communication
Communicate with clients, partners, or stakeholders about your adjusted service availability and timeline to complete requests.

Alignment
Think strategically about how your unit can contribute to and align with departmental, divisional, and university goals.

Business Case
Clarify what you see as priorities and develop a Business Case for your desired outcomes. Work with your supervisor on a plan to move forward.