



from your Associate Director

By Jerry B. Crabtree

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THE TOWNSHIP GOVERNMENT EDUCATION NETWORK (TGEN) released the calendar of events in the January *Perspective* magazine. Remember that this is a tentative schedule and some changes may occur due to speaker availability and program changes as we get closer to each event. Overall, we have a great 2017 planned for township officials across the state. We are excited for the new term to begin and a great opportunity to meet new and returning township officials.

The TGEN is accepting open recommendations for speakers, webinars and professional development topics. If you have a recommendation, please forward the information to me at jerry@toi.org.

Looking Forward ...

February 2017 brings the 30-day benchmark of our new year resolutions (2017). How are you doing? Besides the general get healthier, lose weight, be a better person resolutions, I am hoping that many of you are looking toward getting organized and evaluating the promotion of township government! If not, there is still time to add these and other items to your 2017 to-do list. Personally, I use January as my introduction month. The real work begins in February!!

We are encouraged every day to work smarter and not harder. Regardless of the work day that you embrace, you are faced with many obstacles of doing all that you can in a compressed amount of time. Time management is a constant evolving cycle of development. Researchers say that time management encompasses three major categories. These are (1) organizing your environment; (2) prioritizing your work; and (3) minimizing your distractions. So how are you doing?

I review monthly publications by other township states and recently came across the following list from our colleagues in Pennsylvania in December of 2015 regarding time management:

Avoid these 10 common road blocks to good time management:

Having trouble managing and using your time efficiently? Make sure you are not falling into one of these traps, as suggested by Julie Saville, PH.D. a professor at the College of Pennsylvania:

- 1) Not keeping a to-do list
- 2) Not setting personal goals
- 3) Not prioritizing tasks
- 4) Failing to manage distractions
- 5) Procrastinating
- 6) Taking on too much and not learning to say "no"
- 7) Thriving on being busy, rather than producing
- 8) Multitasking
- 9) Not taking breaks
- 10) Scheduling tasks ineffectually

— Source: *Pennsylvania Township News*
(December, 2016)

FIRST OF THE YEAR CHECKLIST IN YOUR TOWNSHIP

TOI recommends that our members discuss the TOI program calendar in detail with their boards, at the first opportunity, to determine a budget and strategy to attend as many of the provided educational opportunities available to you and your respective boards. Discuss attendance early in the year so that approval and registration can be made in time. Organizing your township programs, education, as well as promotion early in the year ensures efficiency and effective use of the tools provided to you as an elected township official.

2017 TO DO LIST

- Promote the TOI Scholarship Program (Deadline is March 1, 2017)
- Register for the Education District Program in your area (Lisle, Mt. Vernon, Rockford or Normal)
- Register for scheduled Webinars
- Register for TOPICS Day (April 26, 2017)
- Plan for Local Government Week in your Township (March 6-10, 2017)
- Check with your County Association about a meeting in 2017

Local Government Week is March 6-10 what is your township doing?

Annually, the first full week of March is designated as Local Government Week. This time of year we encourage townships to take time and schedule an activity to promote awareness as well as education on the value of township government to the local government landscape. Take time and promote the TOI Scholarship Program. Reach out to local government classes and promote recognition of the programs and services YOUR township provides to YOUR community.

I look forward to seeing all of you at our 2017 events!



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