



Do I Have the Right Administrative Team?

Aptitudes

In addition to the things that they already do, people have additional things they can do. Someone who is good with handling details, for instance, can more easily be trained to use the action plans in your contact manager than someone who is not detailed oriented, but great at producing advertising pieces! It is probably easier to train your listings manager to use the action plans in your contact manager than to design a new logo. People enjoy doing things that interest them and those are the things they do best.

Attitudes

Some people are team players. Some prefer to work alone. Where one person might be very good at explaining how the contact manager works, another might excel at inspiring the group. In addition to making sure your group has the necessary skills, you have to make sure the “chemistry” works. A group that works well together will produce more at a higher rate of quality than will another group whose members are in conflict.

After you evaluate your team and organize them for the best results, you have to determine whether it is enough. If the best team you can form can only produce eighty percent of your goal, you need more people. You should not add headcount based on production alone. You need to assess the workload in measurable terms to support your decision for additional people.

Make A Commitment: I will evaluate my workload.

Deadline: _____