Organization Information Sheet - Structure

2 Down
1) Name
Position
2) Name
Position



Organization Information Sheet - Function

My Part of the Organization	
Clinical Mission Patient Population	Teaching Mission Program Type
Practice Scope	Faculty
Practice Location Inpatient	Learners
Outpatient Virtual	Accreditation
Administrative Mission	Other Missions
Committees	Research
Work Groups	Community
Metrics	Outreach
	Advocacy



Organization Information Sheet - Resources

Total Budget	Past FY Performance		
% of Org Budget	Past FY Performance		
Operating Budget	Past FY Performance		
Discretionary Budget	Current FY To Date		
Resource Manager	Contact Info		
Facilities	Equipment Management		
Type	Name		
Location	Position		
Description	Name		
Type	Position		
Location			
Description	Supply Management		
	Name		
Misc Resources	Position		
	Name		
	Position		
	Personnel Management		
	Name		
	Position		
	Name		
	Position		

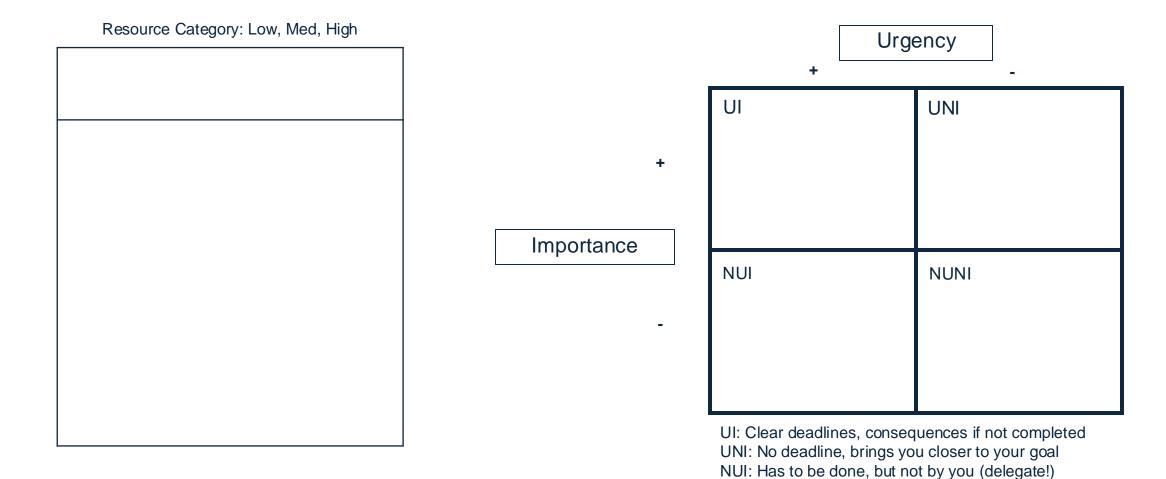


Task Triage – Resource Based

Low	Medium	High
In your control	May need approval	Need champions
Little/no resources	Resources you may have	Resources you don't have
QUICK fix - 30 days	New vs. Shifting	Fix in 1 – 2 years
Broad impact	Fix in $3 - 6$ months	"Stretch"
May be a temporary fix	Broad impact	Institutional change



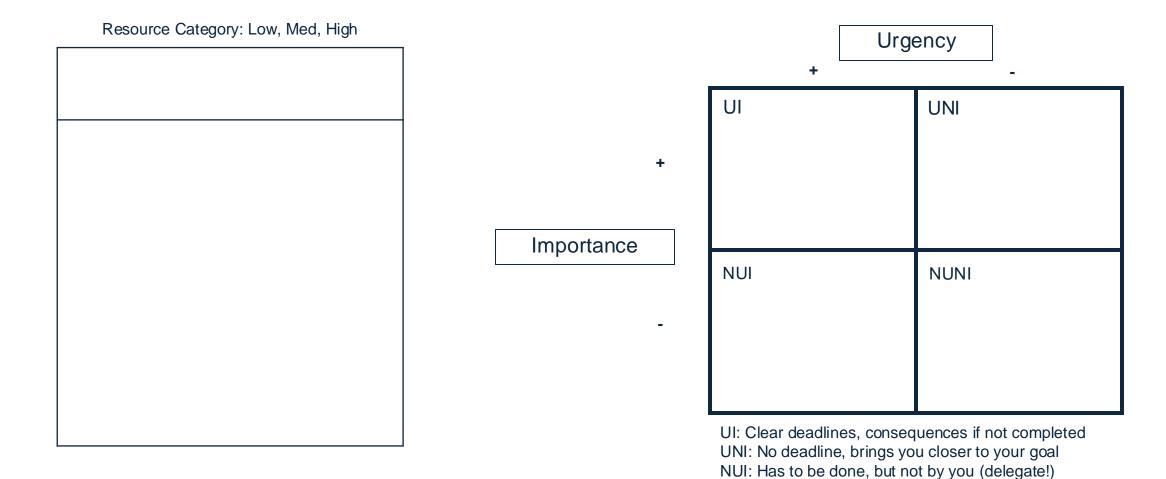
Task Triage – Urgent / Important Based





NUNI: Distraction, procrastination, wasted effort

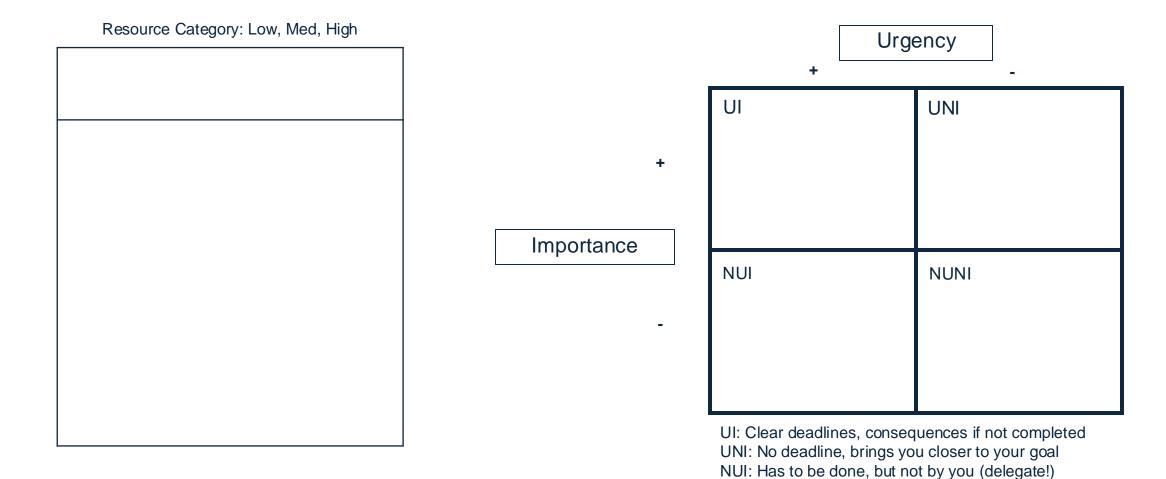
Task Triage – Urgent / Important Based





NUNI: Distraction, procrastination, wasted effort

Task Triage – Urgent / Important Based





NUNI: Distraction, procrastination, wasted effort

4 Step Action Plan Template

1) Nesting:				
Organization Goal				
1 Up Goal				
2) Where are we going / Where are we now:				
SMART Goal				
Is my goal: Specific, Measurable, Achievable, F				
Baseline				
Benchmarking	What is the standard, where is everyone else			
3) Task List 90 Days:				
1				
2				
3.				
4) Accountability:				
Where	How			
When	To Whom			



