

OFFICE ORGANIZATION TRICKS & TIPS



ECAC-SIDA Workshop

Table Topics

June 10-13, 2008



Wednesday June 11, 2008 -- ; Holiday Inn-Saratoga Springs, NY

IT'S ROUTINE: Every day and school is different depending upon the media demand, audience the success of the particular sport that's in season and etc., so knowing how to manage all of that is crucial. Make sure you develop a routine try to stick with it. Of course, we are all held hostage by our team's schedules and we are thrown curves from time to time. However, by having a routine and using some of the following tid-bits, should help in dealing with a Cole Hamels change-up during the middle of the day.

MANAC MONDAYS: That is the day set aside for recapping the weekend sports action, preparing the weekly press release, updating NCAA statistics, nominating players for weekly award honors, organizing the week ahead, arranging staffing for home games and setting up a schedule for working on game programs. The games are broken down into home and away contests and then I take time to email and call the opposing Sports Information Director to make postgame arrangements. In addition, I usually have to build in time for a two-hour staff meeting. A lot of times, Monday's are usually my longest days of the week.

TO DO OR NOT TO DO: To-Do lists are another effective way to stay on track. A lot of times, I do to-do lists when I am waiting in airports or the night before for the next day so that I am already ahead of the game. It can be something small, like "Remind to congratulate so-and-so for a good game yesterday" or something major like "Update volleyball bios and rosters on the Web-site." A sample to-do list is located in the box at the right.

ELECTRIC E-MAILS: Once I receive a visiting word and TAS roster, I immediately respond to the opposing SID and then I immediately download both rosters. I print out the opposing SID's media list and keep it on my desk next to a folder near my phone. That way, I am ready to take care of the opposing SID immediately after the game. By doing this, I don't have to worry about forgetting to download or accidentally delete the email. It's

TO DO LIST

(I did this when I was in the Charlotte Airport after returning from the NCAA CHAMPS/Life Skills Conference in Kansas City on February 5, 2008).

- Work on game program for LU-NCCU women's basketball game for Friday night.
- Update website with statistics from last night's Lincoln-Bowie men's basketball game.
- Send e-mails to people I met at the NCAA CHAMPS/Life Skills conference.
- Complete recommendation for Melvin Robinson for Student Leader.
- Send TAS and word rosters to Saint Paul's College and Newport News Apprentice for this weekend's game.
- Call Bill and make sure he is still shooting the game on Friday night.
- Change the Athlete of the Week on the website.
- Finish baseball roster and bios on the web-site.

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already done. This takes less than two minutes and it's already finished and you're one step closer to being prepared for your home game.

FANTASTIC FILING: I have a black office tray on my desk, in which I keep folders for sports that are in-season. In those folders are copies of my CoSIDA quick facts, updated rosters and game programs. That way, I can easily access what I need and put whatever correspondence related to that sport into that folder.

NIFTY & NEAT NOTEBOOKS: A three-ring binder is an extreme time saver. I would recommend this. I keep on my shelf next to my desk in which I place rosters, phone numbers, every boxscore and newspaper article from that season. Again, it's a quick reference guide and it saves time when you are looking for information from a specific game. Notebooks are easily portable especially if you shift from desk to desk. Also, you can take it with you on the road.

DYNAMITE DESKS: Keeping a clean desk is paramount in being effective. Chances are if you have a cluttered desk, you may waste time looking for something, which at the end of the day, those wasted minutes add up. I usually try to clean off my desk every night before I leave the office. I will place stray papers into the needed files, put away photo CDs and place those tasks that I can work on the next day on the left side of my desk with a note to myself that I need to complete. That way when I come in the office the next day, I can immediately work on that in the morning.

GAME DAY GIDDINESS: On game days depending on the schedule, I will come in the office a little later. Being prepared and organized helps with this. For

home games in the fall and winter, I will not arrive in the office before noon. In the spring, it's different with home baseball doubleheaders, so I'll try to get in the office by 10 or 11. If you can, try to have your programs, game notes and etc. finished before the day of the game. It will alleviate stress and allow you to arrive to the office a little later. Double-check your lap top about 90 minutes before any home game to make sure rosters are loaded and that STATCREW is functioning properly.

MEDIA GUIDE MADNESS: Start early and do a small chunk each day. Plan a timeline for your project and have small deadlines to meet for different sections so you stay on track. When you complete a section, walk outside of your office, pat yourself on the back, eat a small snack and etc.

PRIORITY: Sports in season, take precedence over ones that are not. Remember that. If you find time to work on basketball during the fall, great. Don't get flustered, if you can't get to basketball amid all of the volleyball, men's & women's soccer matches and football games.

TAKE A T.O. BABY!: Make time for yourself. It's something I am getting better with. To be successful, you must make time for yourself. On days when you don't have games, make it a point to try to leave the office at a reasonable hour. Sometimes during the day, leaving the office to chat with co-workers, walking across campus or going off campus can do wonders for your stress. At Lincoln, I play basketball at lunch time with many of our coaches. It's fun and healthy. As Sports Information Directors, we can always find a new project or two to start, we can always find a way to make our programs and game notes more attractive, but ask yourself, is it worth it especially at the expense of those that care about you like family members and spouses.



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