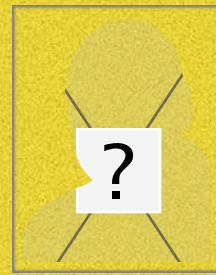


THE EXTRA POINT

BY JERRY ROBERTS



548 How Would You Redesign Your Job?

What if you had the chance to take a long look at your job, and redesign it so it's just better — both for you and your employer? I'm Jerry Roberts and let's talk about that today, on The Extra Point.

What if your boss told you to assess your job, every part of your job, and come up with a plan to remake it? Could you do that?

Bundled up at home, riding out the virus, I believe this could be a good opportunity to take a look at what we do, how we do it, and then to grab the ear of someone who can approve a change — and sell your idea.

Before we get into this, a question. Are you comfortable with change? I've been self-employed for the majority of my career, but I have had regular jobs and bosses, and worked in organizations. Change has been a part of my working life, starting when Big Ed, my first real boss and mentor, assigned me to the company headquarters to maintain a small fleet of 50 vehicles, plus secure the building.

He told me what he expected of me, and how it was then getting done, but said I could make any changes I wanted as long as the big bosses were happy.

So, I started out by doing the job as Ed had shown me. I had several responsibilities and used his checklist and timeline to guide me, step by step. Things went smoothly, but over time I began to notice little things that could be improved.

I changed the timeline and a few other things, which saved a half-hour a night and didn't impact results. That might seem insignificant but when you annualize it, the overall savings was three work weeks. Ed liked the changes.

I don't know if you work for someone like Big Ed (I hope you do), but almost all managers I've

ever known are happy when workers come up with ideas that help make the organization more efficient and more profitable.

So, here's what you can do if you'd like to take a crack at this. Sketch out your job and all the things you do on a daily, weekly, and monthly basis. Put everything in there, your tasks and responsibilities. You can do this with a computer or just scratch paper if you prefer.

Imagine each part of your job, each element, to be separate and unique. Ask, "If I change this, what would it mean to anyone else and would it be positive or negative?" Make notes, writing down what you would change and how, and that possible result for others.

If you want to go a step farther, get in contact with the people whose jobs could be impacted and run your idea by them for comments. This gives you three advantages. One, their input could save you from making a mistake. Two, you might get others excited about your ideas and they help you. Three — and perhaps the most important — if they buy in and give their support, your boss is more likely to consider your changes than if you submit them alone. Strength in numbers can be a powerful thing.

If you're not now working you've got some time on your hands. Sketch out your job. What would you change if you could? The virus will eventually not be the threat it now is. What if you came back to work with a plan to help your employer get farther and do better? What if?

That's The Extra Point. Stay home and make something good happen today. For 93.3 and the Ray Gibson Show, I'm Jerry Roberts.

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