

GETTING THINGS DONE

Achieves agreed objectives, using resources and deploying staff flexibly



Planning

“If you don’t know where you are going, you’ll end up someplace else.”

Yogi Berra, former New York Yankees catcher

“Good fortune is what happens when opportunity meets with planning.”

Thomas Edison, inventor

“Unless commitment is made, there are only promises and hopes; but no plans.”

Peter F. Drucker, author and educator

“I am prepared for the worst, but hope for the best.”

Benjamin Disraeli, British politician and author

“Someone’s sitting in the shade today because someone planted a tree a long time ago.”

Warren Buffett, investor

“Plan for what is difficult whilst it is easy; do what is great while it is small.”

Sun Tzu

“A goal without a plan is just a wish.”

Antoine de Saint-Exupéry, writer and aviator

“By failing to prepare, you are preparing to fail.”

Benjamin Franklin, Founding Father of the United States

“For tomorrow belongs to those who prepare for it today.”

African proverb



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ACTIVITY



What is your attitude to planning?

How do you think about planning in your role as a manager? Who is it for? When does it work? When doesn't it work? What is the impact of your 'attitude' on your team/department culture?

What does it mean to 'plan with flexibility in mind'? Give an example of when you have done this. What did you have to take account of in terms of time, people and cost?

Choose a couple of these quotations that interest you. Why have you chosen them? Have you learnt anything from them?

Is there anything you will do differently in your role now you have had this time to think about planning?



Complete the Reflection sheet