

Are you Ready for the Rest of Life? Tips for Successful Transitions



**A-2 PASSING THE BATON: OPTION OR
OBLIGATION
SEAALL ANNUAL MEETING
COLUMBIA, SOUTH CAROLINA
APRIL 15, 2011
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Succession Planning

As Seen From an Individual Perspective

- Succession Planning from a personal perspective
- Case study in progress
- Tips



Setting the Stage



- Current position as middle manager
- Career milestones
- Personal transitions
- Decision Making Process
- Communications
- Planning
- Implementation



Vision



VISUALIZE YOUR FUTURE



Plan

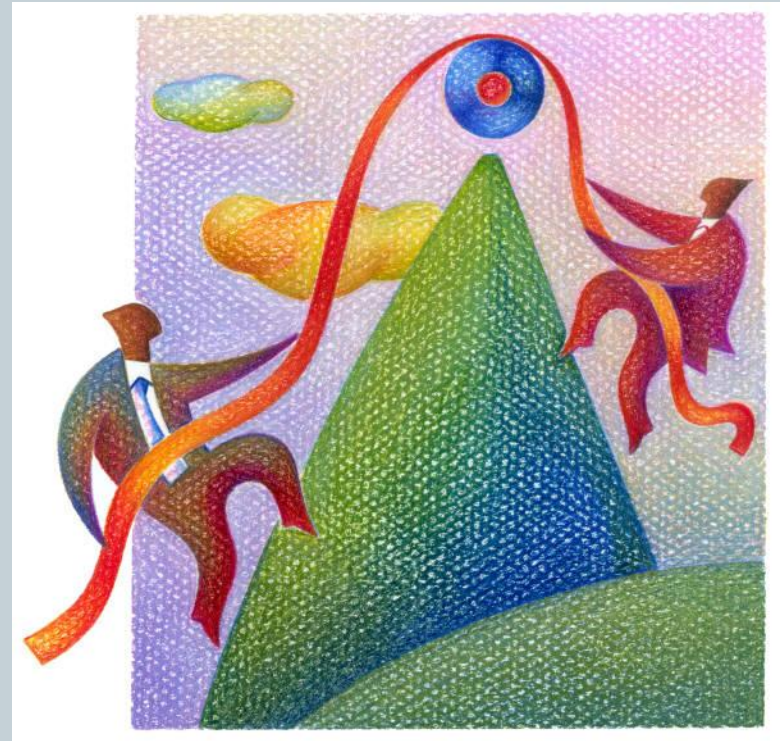


IF YOU FAIL TO PLAN, YOU PLAN TO FAIL.

Explore



- Learn about your goals
- Look for ways to achieve them
- Get the facts
 - Human Resources
 - Career Planning
 - Mentors



SET GOALS

○ Short Term Goals

- ✦ This year
- ✦ Next year
- ✦ Five years

● Long Term Goals

- Career goals
- Personal goals
- Retirement
- Eldercare



Starting Over

Today is the first day of
the rest of your life

- **Achieving your Goals**
 - Know if your actions support or subvert your goals
 - Don't be afraid to change course or start over
 - Know when you have achieved a goal



Communications



Administrators

- Know what you want
- Decide when to share information
- Be considerate and strategic

Employees

- Consider when and how to inform co-workers
- Determine when and how to inform subordinates

Prepare



- **At Home**
 - Financial Planning
 - Legal Planning
 - Health
 - Friends and Family
 - Interests and Hobbies (get a life)

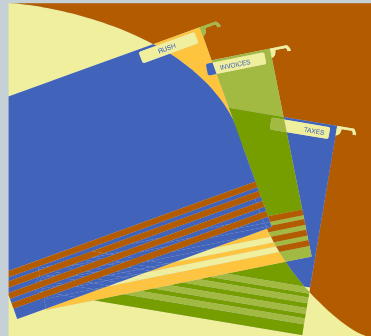


GET ORGANIZED!

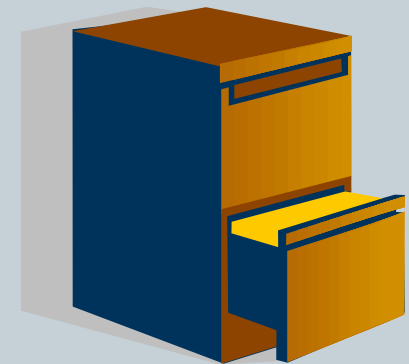


- **At Work**

- Keep files organized
- Weed
- Document
- Coach
- Encourage



- Mosley, Pixey Anne. *Staying Successful as a Middle Manager*. Westport, Conn.: Libraries Unlimited, 2009.



Flexibility



- Plans change
- Remain flexible
- Adjust your goals as needed or desired
- Remain realistic
- Stay focused



Letting Go



- Maintain good departing relationships
- Look for new relationships
- Accept the unexpected



Now What?



Savoring Success

- Take time to celebrate achievements
- Accept shortcomings
- Enjoy life

Looking Forward

- Revisit/revise/renew long-term goals
- Set daily goals
- Encourage others

Questions?



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