

ON BEING NEW

Here are a few ideas to consider as you move through the school year in your new position:

- **Identify and make contact** with people who can and will help/support you as soon as you can.
- **Ask questions and do lots of listening**, this is especially important during the first three months. Jot down advice, suggestions, problems to be solved, etc. Consider this information as you identify goals for the following year.
- **Don't make too many promises** except that:
 1. you will be honest;
 2. you will work hard; and
 3. you will make decisions that are in the best interest of students and the overall District and not necessarily for you or your part of the organization.
- Spend the first a six months focused on **learning** your new job and **building** positive, trusting relationships.
- **Admit** when you make a mistake of any consequence. Go to your immediate supervisor and explain the situation before your supervisor contacts you.
- Foster a **positive attitude**. Believe you will succeed and you will! Spend your professional discretionary time with positive people; avoid negative individuals.
- Each morning think about the **one most important thing** you want to accomplish that day. Review it as you drive to work. Debrief how the day went on your drive home.
- For effective leaders there is absolutely no substitute for **good planning** and organizational skills. Setting aside some time on Friday afternoon or Sunday evening to prepare for the week ahead is an effective way to be ready for each new week.
- **Work fairly, openly, and cooperatively with all employees**; this is especially true for those you directly supervise.
- **Be relationship-centered.**
- Last, but not least, don't wait too long to **ask for help** if things are not going well. This is a sign of maturity and not one of weakness.