

Passing the Baton Action Steps

Have you been passed the baton on a new responsibility or project? Take a few minutes to walk through these Action Steps.

1. Clarify all of the details.

Interview the person who used to take care of this project, account or responsibility. Are you taking on a new team, too? Who do you need to meet with, in order to get all of the associated information (and possibly documentation).

2. Find the stakeholders.

Who are the stakeholders? Contact them and let them know you are taking on the project. You may also want to ask them what they would like to see changed in how it is handled.

Write their names down here. Contact them as soon as you have meet with the key players in step 1.

3. Give it physical space!

Give this project the physical space it deserves by giving it a home at your desk and office. How about electronic file setup? When the documents start to flow into your inbox, you will be glad that there is already a system for handling them. How about shelf or file drawer space? Set that up today.