

# BEING AN FFA OFFICER



## Competency 4 - Organization

**Demonstrates the ability to see the big picture, break large projects into smaller tasks, appropriately prioritize multiple demands, and use time management and organizational tools to produce quality results by identified deadline.**

### Competency Builders and Indicators:

- 4.1 - Demonstrate efficient time management
- 4.2 - Demonstrate organizational skills
- 4.3 - Demonstrate an ability to plan and prioritize

### **In Her Own Words...**

Angela Browning, National FFA Western Region Vice President 2000-2001

When I served as a national officer, I scheduled everything for the next day before I went to bed. One of the things that was most frustrating is that I could not get my to do list done. I learned that what had to be done tomorrow was my priority. When I got up in the morning, the first thing that I did was to check my list.

As a national officer, in general, I organized my tasks from big picture to small. If I knew that I had to prepare to present NLCSO, I would break it down by week and then by day. Ultimately, I would ask myself what has to be done tomorrow. I would prioritize based upon completion deadlines as an officer, now I normally prioritize on importance along with deadline but there was not enough time to do that as a national officer.

It's important to have information and items that you need readily accessible because as a national officer, 80 percent of the time you are on your own. I use the Covey planner. I kept a lot of information in there and that made my life easier. I had airline information including phone numbers, a state staff listing and emergency contact information. I liked to keep a couple tabs with blank paper in my planner so I could write about whatever project I was working on and make notes about current issues.

As a national officer, even fifteen minutes is crucial personal time because you do not have much free time during your year of service. I still scheduled time for myself. By being organized in my professional life, it allows me to be healthier in my personal life and allows me to serve my students better. National office was a great testament to this. I can look back on the states where I was not taking care of myself and see that I was not able to serve as well as when I was giving myself some personal time. If you feed an animal but only give them enough to survive and not enough to grow; the animal will suffer. It's the same thing with your own personal nourishment: we all need it.



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Organization enables you to spend your time more where you want to and that's the most liberating feeling. It's also good to remember people are more important than time. I always know I have a little bit of time to spend with someone.

