



SECTION 9

TIME MANAGEMENT

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1. A Chief Clerk's work is never done! It is a well known fact that every Chief Clerk wishes there were more than 24 hours in a day. He/She is expected to be the first in the office and last out. The Chief Clerk is responsible to the Commanding Officer for all the day to day administration in a unit.

2. The following is a list of a chief clerk's responsibilities however the list is by no means exhaustive:

a. The internal security of the headquarters.

(1) Ensure there are no personal or classified files left on desk tops at the end of each working day.

(2) Make sure all internal doors and windows are locked each night and that the keys are secured and accounted for.

b. The cleanliness of the headquarters.

(1) Ensure all furniture is cleaned daily and that rubbish bins are emptied.

(2) If cleaners are employed that you monitor their hours of work.

c. Production of Part One Orders

(1) Typing

(2) Maintaining the repeat order book

(3) Daily duties.

d. Sending Signals

e. Letter typing

f. Stationery

g. Library

h. Staff training

i. Pay and Documentation

3. As a chief clerk you could quite easily fall into the trap of being reactive and not proactive.

4. Reactive. This means that you only work when given a task to complete. Examples of this would be:

- a. The Adjt has to ask you where Part One Orders are for signature.
 - b. On a soldiers 5th day of absence you are asked to send an AWOL signal.
 - c. You are asked to produce a Character Assessment for a soldier who has been discharged for 2 months.
5. Proactive. By being proactive you can prevent the above examples from happening, for example:
- a. If Part One Orders are produced daily you should compile the entries the day before. Have the adjt come to an agreement what time he would like Part One Orders ready for signature each day. You should then ensure that you have the completed order on his desk for signature at that time every day.
 - b. By maintaining a Unit Absentee Register you should know when the 3rd day of absence is for every soldier who is absent. You can then prepare the AWOL signal and have it ready for signature on the 3rd day.
 - c. By maintaining a Discharge Register on inspection you can instantly see what action is required by what date. If for any reason the AFPC has not asked for a character reference or they have not returned the Discharge Book with the reference inserted you should contact them and ask for their advice. This will prevent the occurrence in para 4c above.
6. The most important tool for an efficient Chief Clerk is the maintenance of a diary. This cannot be stressed enough. The following occurrences should be entered in a diary:
- a. Future entries for Part One Orders
 - b. If the CO is to go on an important visit not only should this date be entered but also a reminder for you 1 week before and 1 day before. The entry 1 week before is so that you can ask the CO if there is anything he requires for the visit. Also you can check to ensure and vehicle and accommodation requirements have been sorted. The entry the day before is so you can gather any documents or other items the CO needs and hand them to him and at the same time making sure he hasn't forgotten about the visit. Once again check vehicle and accommodation arrangements.
 - c. When letters received in the unit require an action reply by a certain date the details should be entered in the diary at least a few days prior to the deadline. Ensure the file reference is entered so you can check easily to ensure the reply has been actioned.

- d. Important dates for actioning a soldiers discharge, such as when the discharge book is expected from the AFPC so if it hasn't arrived you can chase it up.
- e. AWOL details such as when an AWOL signal is to be sent or when a Board of Inquiry is to be convened.
- f. Dates of future meetings so that you can organise the venue, stationery, refreshments etc.
- g. When stationery indents have to be sent out.

7. Another reason why a diary is so important to maintain is that if anything should ever happen to the Chief Clerk which causes him/her not to be able to attend work for a long period, somebody can come in take over the diary and know what future action is required. Attached to this instruction is an example of a Chief Clerks diary over a one week period.

8. When you maintain a diary correctly you are half way to understanding time management. Each day you should open your diary and plan your day ahead. Remember you want to be proactive not reactive. Try and divide the day up into segments and spread your work evenly. The aim is not to try and do several jobs at once but several throughout the day one at a time. Make yourself a chart and say to yourself that during a certain period I am going to prepare and type Part One Orders. At another time through the day I will type all other correspondence. At another time I must reorganise the stationery cabinet. Your daily chart should look something like the example at Annex A

9. There will be times when you cannot stick to your work schedule as the CO or Adjt will always come to you with something that requires immediate action. That is OK. The idea of the work schedule is that your routine jobs are spread out evenly through the day and that you are doing the minimum jobs as possible. **PLAN YOUR DAY OUT.**