

## *Financial training For non financial staff*



*The financial training specialists*

### **What's on your to-do list? (Budgeting, Profit)**

Two incidents coincided for this blog.

The first was a discussion on this week's workshop about "to-do" lists. Most of us use them, and they can be very helpful. But what's on them? Often it's the urgent things we need to get done to hit the next deadline and keep us on track for the next month or two.

The urgent things demand our attention - but are they really urgent, or just someone else's crisis? Stephen Covey talks about the balance between the urgent and the important in his "7 habits of highly effective people". (If you've never read it, it's worth reading and spending a fair amount of time on implementing into your life!)

But how long term is your to-do list? How long term is your team or departmental budget and plan for this year?

Often, when we budget and plan, we focus on what we need to deliver this year. Business plans tend to focus on the years ahead as well, and we need to incorporate that focus into our budgets.

What are the things your team needs to do to remain "fit for the future"? Are they on your to-do list? If we're not careful these longer term issues can get forgotten: which leaves us with bigger problems next year!

The other incident was a visit to the doctor. I've got a lump on the side of my face, and it's growing. It's benign (phew!), but how many work tasks do we put off because we dread them.