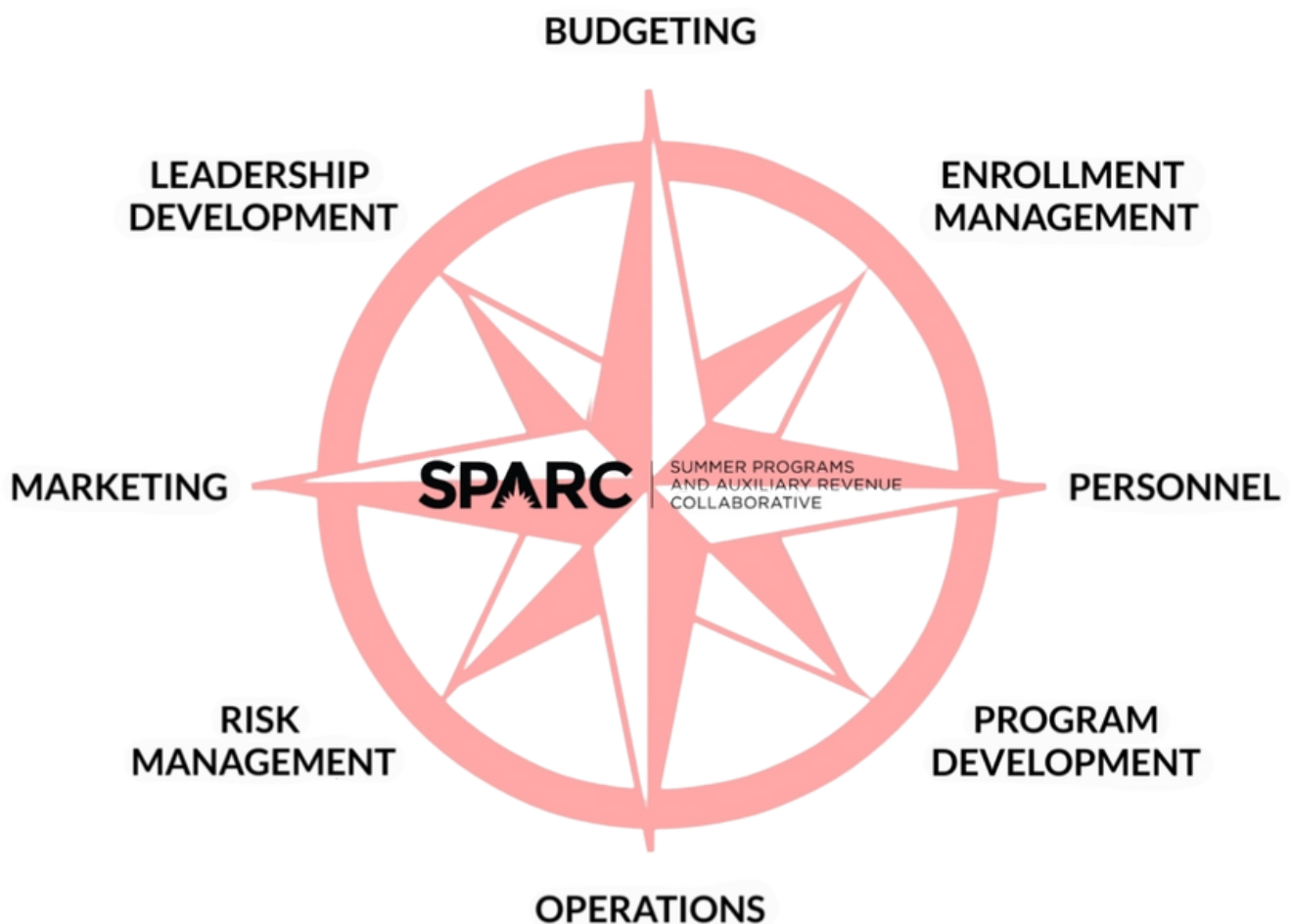


SPARC Compass Monthly Task Management Tool



Here at SPARC, we try to have the answers to your questions as you have them. Our ultimate goal is to help you be proactive and strategic about your role and auxiliary programs. We want you to have solutions and tools before a problem even occurs!

The latest addition to the SPARC library does just that.



The SPARC Compass is a customizable calendar tool that outlines and timestamps key priorities for Auxiliary Directors throughout the calendar year. The tool centers around your summer programs as well as other school year programs. When should you think about new programs? What about hiring and registration dates? The SPARC Compass takes the guesswork out of when, so you can focus on the what, why, and how of your auxiliary program's strategy.

This compass will also continue to expand! The SPARC community will collaborate to develop and enhance the SPARC Compass over the next 12 months. The initial tool includes a comprehensive catalog of eight categories of auxiliary program management, and the tasks directors must complete throughout the year. Members can make a copy of the [Google Sheet](#) to create a customizable calendar, placing the various tasks by month based on their own business and operational plan.

Bring Your Calendar to Life – SPARC Monthly Waypoint Discussions!

To help with the customization and to continue to support the SPARC community in all facets of our work, SPARC will host a monthly [Waypoint Discussion](#) for members to come together to discuss each month's tasks and priorities, and to set goals for the next month and beyond. As SPARC Senior Advisor Bob Rojee says, "we'll set our 30, 60, and 90-day goals and action plan!" By having these monthly check-in meetings, we will help hold each other accountable to make sure as directors, we are being intentional about our work and support each other as needed to help solve challenges.

MORE THAN A CHECKLIST, THIS TOOL IS YOUR STRATEGIC BLUEPRINT.

The SPARC Compass will help directors think strategically about all aspects of our work - from Program Development and Marketing to Enrollment Management and Budgeting - across the whole year and is an excellent compliment to our Summer Checklist and School Year Program Checklist!

We have initially divided the types of tasks into 3 Program Areas:

- Summer Programs
- Summer In-Season
- Other/School Year Programs

In addition to wearing so many hats, our program areas have specific timelines within them. Summer Programs tend to be the main focus and primary revenue/expense driver for most of us. We felt that Summer Programs deserved its own category when thinking about the associated tasks and workflow timeline. We also recognized that the Summer In-Season is its own intense time that has very specific tasks that should be completed within those crucial weeks. This short summer season is a window of opportunity that can help drive our work in the months before and after!

Our Other/School Year Programs typically flow more inline with the regular school year so we gave them their own category. Because the SPARC community is full of high achievers, you can go above and beyond and make sub-categories within your school year programs. For example, you could make a sub-category of your enrichment program which may run for 3 or 4 'seasons' thereby dictating its own calendar. Your extended day, transportation, and music lessons may be lumped together as school-year. There are so many options and we know some of you rock star folks will take this and run with it in ways we cannot yet imagine!



From rookies to veterans, this tool is for you!

New directors will be able to sift through the lists of different tasks and action items to develop a sense of the work ahead of them. Veteran directors can continue to elevate their work by making tweaks and additions to things they are already doing well, continue to delegate to staff as possible, and mentor younger colleagues in our SPARC community.

Break free of your seasonal reputation! This tool answers the question of 'what do summer directors do all year' by illustrating our priorities and responsibilities each month. With intentional planning and SPARC community support, the goal is to be more efficient on the annual tasks by anticipating them and allocating time and resources to finish each. Then each of us can build in the time we need to be more strategic, innovative, and creative!

Work more collaboratively with your school!

This will be a great resource to show our supervisors how we really are the jack-of-all-trades, being able to juggle multiple projects and tasks in so many areas. With advanced planning, we can tap into the other departments in our schools such as Communications and Human Resources, who may be on a different timeline than we are, for their support and expertise. For schools looking to add an auxiliary programs director position, this tool can help guide their hiring timeline and provide guidance on how to allocate time and resources in the first year. For Auxiliary Programs departments looking to add another staff position, the tool can become a roadmap for justifying the need for seasonal roles or full time additional FTEs.

Adjust the calendar to your own timeline.

We recognize that there are many differences across our SPARC member schools - from the size and scope of programming offered to our geographic locations. These factors determine the timing of summer programming dates, launching of summer registrations, school year calendars, and marketing and hiring timelines. Individual schools can move tasks around the months based on their own needs while still benefiting from having the comprehensive list and the discussions with colleagues across the country and globe.

But my "To Do Lists" work just fine... well most of the time.

Calendars help put a timeframe for task completion as opposed to a To Do List where you can check things off - we like to think of this tool as somewhere in between both! The google sheet has multiple formats so you can decide which one works best for you. The summary sheet has all eight categories with a 12 month view. If you prefer to work in each area individually, you can adjust the spreadsheet to suit your own preferences. For example, you could examine the marketing tab and select all the tasks you want to do in the upcoming month and place those on your calendar. You can also decide to put your tasks into a different time management or project system like Asana or a Gantt chart. We look forward to seeing what different people find most helpful.

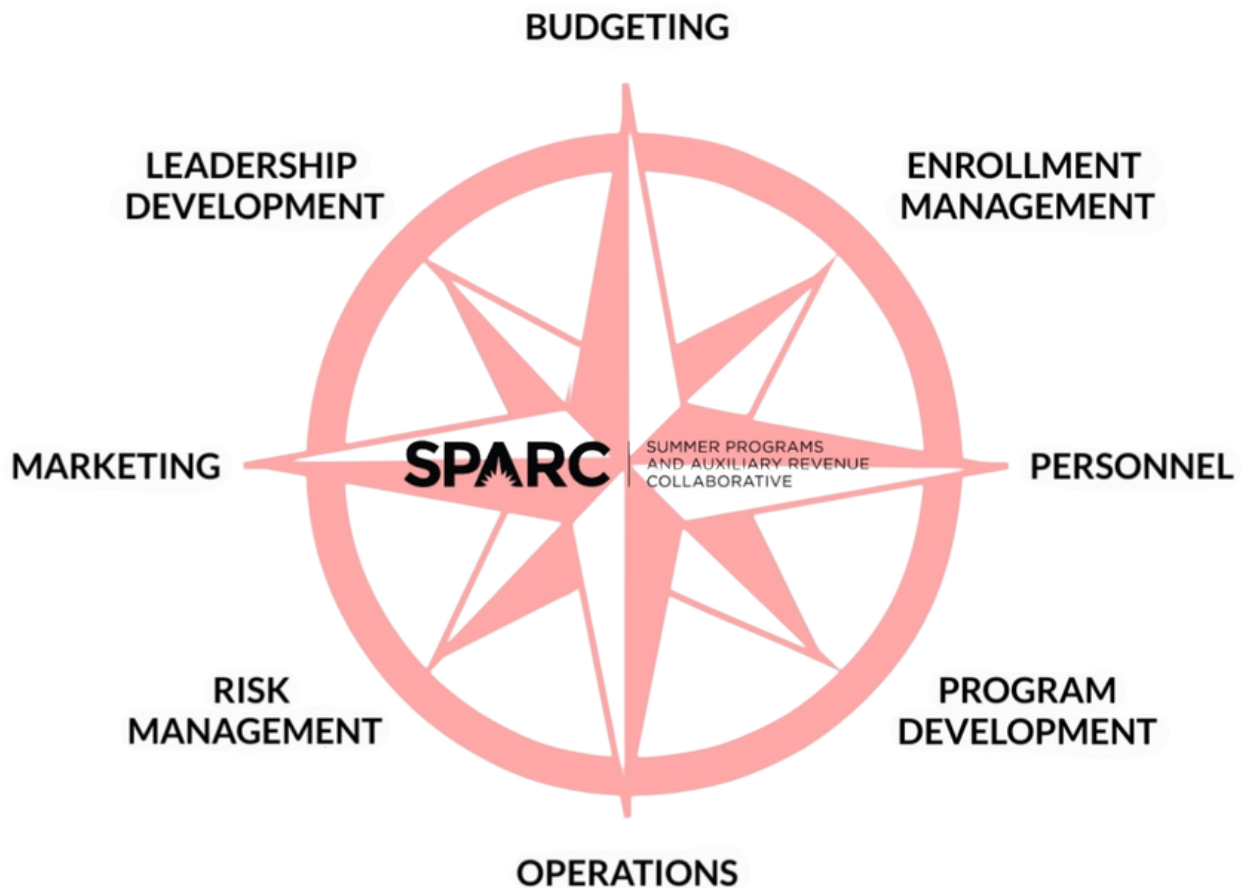
You sold me at 'meeting monthly with my SPARC peeps'

As we know, the SPARC community is incredibly resourceful and collaborative - as a group we will continue to add tasks to each of the lists and crowdsource the challenges we face throughout the year. We are excited to have an excuse to meet, brainstorm, and learn throughout the year together. Cheers to kicking off 2023 with a new tool and bringing a new level of organization to your work!

JOIN OUR MONTHLY WAYPOINT DISCUSSIONS

What is a WAYPOINT? It is "an intermediate point on a route or line of travel"...which is exactly what these monthly discussions are!

[Sign up here for our first discussion on Thursday, February 9.](#)



[CLICK HERE TO DOWNLOAD YOUR COPY OF THE SPARC COMPASS](#)

(for SPARC Members only)