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# MICRO-WORKSHOP HIGHLIGHTS: CLARIFYING GOALS

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## Key Highlights

Setting new goals for your unit as you adjust for a reduction in work hours will be integral to maintaining a positive and productive environment. The following four tools are available to help assess all the projects in your unit, prioritize which are critical to your continuing core services, and guide your conversations with your managers, direct reports, clients, and partners as you clarify your unit's new scope and timelines. All of these tools can be downloaded at [olod.arizona.edu/content/lfad](http://olod.arizona.edu/content/lfad).

- Project Inventory Tool** for individual employees
  - Priority Matrix Tool** for determining your team's core services
  - Furlough-Adjusted Scope of Services Template** to outline your continuing and adjusted services and timelines
  - Communicating and Clarifying Goals Tool** to guide you through the process of seeking input and communicating changes to your supervisor, team, clients, and partners. This tool also provides information on adaption to and becoming comfortable with these changes yourself.
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## Your Questions

**I have too much work to do to take my Personal Flex Days or am concerned my supervisor won't be supportive of me taking the time off. What should I do?**

- Personal Flex Days are paid days off granted to you. **When you take Personal Flex Time, you are not working or performing job duties.** University employees and supervisors are expected to work together to develop plans to ensure continuity of work and productivity to the extent possible while the Furlough-Based Salary Program is in place, including redistributing or removing duties as needed. These plans will likely be unique to each unit. Consider utilizing the tools mentioned above to help you in preparing for a plan that suits you and your unit.
- Please reach out to your HR Consultant if assistance or support is needed: [hr.arizona.edu/content/consulting](http://hr.arizona.edu/content/consulting)

**How can I start thinking about new ways for my unit to share work or reduce services during furlough?**

- Consider what kind of Flex Time arrangements can work for your unit. Can you close for a week or day at a time and manage furlough time that way? Will it be better to have employees take days off on a rolling basis to ensure continual coverage? What will work in your unit's unique situation?
- Really consider what services can be suspended over the next year, while still maintaining a high level of service.
- Talk with your supervisor on an ongoing basis about how expectations regarding productivity can be adjusted.

**Multiple questions were asked about the logistics of the Furlough and Furlough-Based Salary Programs. Answers to all of the questions below can be found on the [Human Resources Furlough Programs webpage](#). The FAQs contain detailed information for your review.**

- How are faculty and grant-funded positions being impacted by furlough?
  - What are my options around unemployment with the furlough programs?
  - When do I receive my Personal Flex Days and when can I start using them?
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## Contact Us

**Leading From A Distance Webpage:** Find recordings of sessions, micro-workshop handouts, and curated content to guide you through each week's topic. ([olod.arizona.edu/content/lfad](http://olod.arizona.edu/content/lfad))

**Resources for Managing Remote Teams:** General resources on how to manage your team in a remote environment ([olod.arizona.edu/content/resources-managing-remote-teams](http://olod.arizona.edu/content/resources-managing-remote-teams))

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