

I didn't see that Coming!

HOW DO I PIVOT AND SHIFT?



Information Governance
Knowledge Management
Compliance
People AI
Security Privacy
Technology
Matter Mobility
Policy Management



How do you eat an elephant?



How do you boil the ocean?



Instructions



- Group into Teams of 3-4
- Open the Envelope
- Work as a team and develop a solution for the issue
 - (It doesn't matter that you come up with the correct solution, just a solution!)





WHY PRIORITIES CHANGE

- ▶ DYNAMIC BUSINESS ENVIRONMENTS
- ▶ SHIFTING ORGANIZATIONAL GOALS
- ▶ UNEXPECTED CHALLENGES AND OPPORTUNITIES



EFFECTS ON WORKFLOW

- ▶ DISRUPTION OF ONGOING TASKS
- ▶ POTENTIAL STRESS AND FRUSTRATION
- ▶ NEED FOR FLEXIBILITY AND ADAPTABILITY



INDICATORS OF CHANGING PRIORITIES

- ▶ NEW DIRECTIVES FROM MANAGEMENT
- ▶ CHANGES IN MARKET CONDITIONS OR CLIENT NEEDS
- ▶ RESOURCE REALLOCATION



EFFECTIVE COMMUNICATION

- ▶ REGULAR UPDATES FROM LEADERSHIP
- ▶ OPEN LINES OF COMMUNICATION WITH TEAM MEMBERS



CLARIFY EXPECTATIONS

- ▶ SETTING CLEAR OBJECTIVES FOR NEW PRIORITIES
- ▶ ENSURING ALIGNMENT WITH OVERALL GOALS



PRIORITIZATION TECHNIQUES

- ▶ Matrix
 - ▶ Urgent v. important tasks
 - ▶ Focus on what truly matters
 - ▶ ABC Analysis
 - ▶ Categorizing tasks by importance and urgency



Flexibility and adaptability

- ▶ Embrace change
 - ▶ Develop a positive mindset
 - ▶ View change as an opportunity for growth
- ▶ Be proactive
 - ▶ Anticipate potential shifts in priorities
 - ▶ Stay informed about industry trends



Delegation and collaboration

- ▶ Effective Delegation
 - ▶ Identify tasks that can be delegated
 - ▶ Empower your team members
- ▶ Collaborative Approach
 - ▶ Work together to address priority shifts
 - ▶ Share responsibilities and resources



Managing stress

- ▶ Maintain Perspective
- ▶ Push Back Appropriately
- ▶ Keep Communication Flowing



Managing Your Mindset



Questions?



THANK YOU!



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