



Tips Series for Service Corps: #2 *Being Proactive*

In the workplace, you might find yourself in the middle of a project and unable to connect with your supervisor in the moment when a question or roadblock occurs.

When you are being proactive, you are thinking a few steps ahead. This might help you predict a potential roadblock instead of waiting until you find yourself stuck. By being proactive, you can avoid situations where you need an immediate answer from your supervisor to be able to continue working on your project(s).

Here are a few tips to help you take a more proactive approach to your work.

Tips and Tricks



Ongoing Self-Assessment: As you work on projects, try to build in a few touch points at the start and somewhere toward the middle of the project where you think about if you have all the information, resources, and time you need.

Tips: A few questions you might ask yourself:

1. Will I need to connect with any other team members in order to complete this project? If yes, when should I think about contacting them to ensure I stay on track with my deadline(s)?

2. After I complete the first step of this project, what is the following step? Do I have all the resources I need to complete that stage of project?
3. Considering my other assigned projects, do I think I will be able to complete this project in time for the deadline or do I anticipate having trouble with time?



Managing Time & Priorities: From time to time, projects will take longer than expected. If you are worried that you might not meet a deadline, communicate that to your supervisor before the deadline is upon you or already past. If you reach out to them earlier, they can work with you to complete the project, renegotiate the deadline, or reprioritize other projects to make time for the most urgent one. Be sure to share what you have completed so far and what the unexpected delays.

Tips: A few suggestions for how to approach your supervisor: "I know our project deadline is fast approaching. I have made it about halfway through the project and am concerned it might not be ready in time..."

- "Do you have any suggestions for how I can best manage my time to complete the project?"
- "Would it be possible to extend the deadline by a day to ensure that I produce the best possible end result?"
- "To ensure this project is completed for the deadline, can you help me prioritize my other assigned projects by telling me which projects are most urgent?"



Thinking Toward the Next Project: There might be times that you find that you have finished all the work assigned to you and you are not sure what to do next. If you anticipate you might finish up a project ahead of schedule, you might want to reach out to your supervisor before you finish up and see what they want you to do next.

Tips: A few suggestions for how to approach your supervisor:

1. "I am ahead of schedule on this project. Is there another project you want me to work on once I complete this one?"
2. "I expect to be done with this project ahead of the deadline. Will you be available to meet soon to provide feedback?"
3. "If I complete this project early, is there something else you would like me to work on next?"

Was the last *Quick Tips* email helpful? Did you find yourself using any of the tips as you got started with your internship? If your answer is yes, please take 2 minutes to share which tip(s) were helpful!

Tell us which tip was helpful!

MARK YOUR CALENDAR



This spring, join us for two virtual events. Save the date for:

- March 19 - Young Professionals Networking Event
- April 15 - Virtual Career Day for Young Professionals
- June 17 **tentative** - Virtual Celebration Event

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