



Setting Deadlines for Committee Members

Setting realistic deadlines is only one element of the success of a project. Deadlines that are too close could cause expectations to not be met while causing stress. Deadlines that are too far out could cause wasted time and delays in long-term projects. Here are some things to consider when setting deadlines for your committee:

- 1 Break the project into chunks with actionable steps**
Determine how long each step of a project will take, and then set a deadline for each step. You are more likely to have a realistic timeline for the entire project when you set deadlines for each step. Make sure to communicate the deadlines with committee members to whom you've delegated.
- 2 Expect potential delays from outside sources**
Build in extra time to cover delays caused by others who are contributing to the project. Anytime there is inter-committee collaboration there is potential for increased delays. A required Chapter vote may also delay your project.
- 3 Consider the impact of competing projects**
Especially when your committee is planning more than one event at a time, be sure to consider the limitations on your resources. Also remember that the time to complete a task may be increased when committee members are busy with midterms or other obligations.
- 4 Schedule periodic checkpoints**
Checking in while the work is in progress makes it easier to avoid unpleasant surprises. Be careful not to micromanage your committee members, but check in to see if any support is needed. If deadlines are being met for each step along the way, that's a good indication that the project is on pace with the schedule you laid out.
- 5 Get input from others**
When you are setting deadlines for committee members, check with them to make sure that the timelines are reasonable. You don't want to wait until you're weeks into your schedule to discover that they can't meet the deadline. Set your committee up for success by getting their input.
- 6 Assume that something could come up last minute**
No matter how well you plan, there are bound to be issues that arise at the last minute. Don't allow procrastination on a project because you might run out of time. Encourage your committee members to get their parts of a project started as early as possible.