

## MPS 29 Chairperson skills Incorrect, needs to be created

Evidence-based targets for being a chairperson. Although some general principles have been reported that relate to chairing meetings, most of the target skills are based on best practices as recommended by researchers.

Evidence-based targets	Progress toward internalizing these targets				
	20%	40%	60%	80%	100%
● Pareto reported that 80% can be achieved by 20% of the effort.					
● There are only 24 hours in the day; during that time each individual has to satisfy a variety of roles and attend to Maslow's model of important issues in one's life. In general the issues are hierarchical and include physical, mental, social and spiritual needs.					
● Stress is related to our ability to manage time and vice-versa.					
● We often say Yes, because we want to please someone else, even though we know we don't have time to do this or we have to give up our own priorities to complete the task. We need to learn to say NO!					
● Any job or activity has an <i>urgency</i> and an <i>importance</i> .					
● Covey's model of Trust suggests that we increase trust by meeting our commitments and vice versa.					
● Focus on accuracy and doing a task <i>well</i> rather than doing the job quickly without concern for accuracy.					
● Performance improves when we have goals.					

references: 1 to 25: Novice versus expert research summarized in PS News 55.