

# POST-SUMMER PRODUCTIVITY REBOOT: A LEADER'S CHECKLIST

Transform post-vacation inertia into unprecedented momentum, aligning your team for an impactful year-end push that exceeds goals and energizes your entire municipality.



# 1

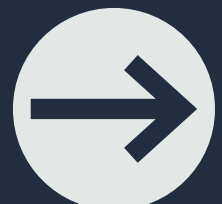


## TEAM RE-ENGAGEMENT

- Schedule a "Welcome Back" team meeting
- Conduct individual check-ins with key team members
- Organize a team-building activity to reinvigorate group dynamics



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# 2

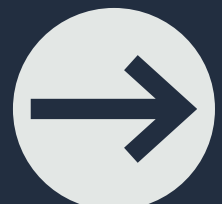


## GOAL REASSESSMENT

- Review Q3 and Q4 goals
- Identify any summer-impacted projects needing extra attention
- Adjust timelines and resources as necessary



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# 3

## COMMUNICATION RESET



- Clear backlogged communications (emails, memos, etc.)
- Update team on current priorities and any shifts in focus
- Establish or reinforce communication protocols for the busy fall season



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# 4

## PRODUCTIVITY BOOSTERS



- Implement a daily or weekly "power hour" for focused, uninterrupted work
- Set up a system for quick daily stand-ups or check-ins
- Identify and eliminate any unnecessary meetings or processes



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# 5

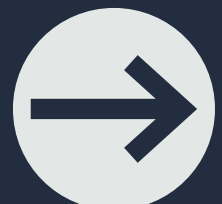
## MOTIVATION MAINTENANCE



- Plan regular recognition for early fall accomplishments
- Set up a "Fall Sprint" challenge with achievable milestones
- Schedule periodic team events or celebrations to maintain momentum



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# 6

## PERSONAL LEADERSHIP PRACTICES



- Block out time for strategic thinking and planning
- Establish a routine for regular self-reflection on leadership effectiveness
- Identify one area for personal growth or skill development this fall



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# 7

## STAKEHOLDER MANAGEMENT



- Schedule update meetings with key stakeholders
- Prepare a "Post-Summer Progress Report" for council or board members
- Plan community engagement activities for the fall



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# REMEMBER...

Successful transitions require intentional leadership. Use this checklist as a starting point to create a customized plan for your municipality's unique needs and challenges.

Ready to dive deeper into strategies for post-summer success? Book our workshop: “Reigniting Team Dynamics” at [www.HaltingWinter.com](http://www.HaltingWinter.com).

