LSW - Asst Director - Field Operations

Month: _____

Updated: Jan 2025

A/M	Weekly activities	Week 1	Week 2	Week 3	Week 4
	Monday				
	Check Emails/Phone messages				
	Walk around office/floors				
	Check In with EA				
	Tuesday				
	Check Emails/Phone messages				
	COO check in call				
	PA Accountability Call				
	Wednesday				
	Check Emails/Phone messages				
	ER Staffing Call				
	Review weekly data slides				
	Workforce Connects Meeting				
	Thursday				
	Check Emails/Phone messages				
	Follow up on actions from SLT/ELT				
	Legislative Update Call				
	Friday				
	Check Emails/Phone messages				
	Email Inbox Clean Up				
	Learning Journey Pilot Check In				

Follow Up	Owner or Target	Actual

A/M	Monthly	Status
	1:1 with Maricopa East PA	
	1:1 with Maricopa West PA	
	1:1 with South PA	
	1:1 with Northwest PA	
	1:1 with Northeast PA	
	1:1 with Management Analyst Supervisor	
	1:1 with Chief Operations Officer	
	Check In with Consultant to the Director	
	Check In with AD of Office of Accountability	
	Bi-Weekly Policy Touchpoint (Legislative Session)	
	Strategic Initiative 4 Core Group	
	Project Sterring Committee	
	Field Operations Business Review	
	COO Business Review	
	ELT Business Review	
	AHIT/OCWI Workgroup	
	Audit Check In Call	
	YAP Future State Planning Meeting	
	ER Call with PAs	

Month of Quarter	Quarterly	Status
	MDT Aggregate Review	
	Maricopa East Supervisor Quarterly	
	Maricopa West Supervisor Quarterly	
	South Supervisor Quarterly	
	Northwest Supervisor Quarterly	
	Northeast Supervisor Quarterly	
	PM Meeting - Maricopa East	
	PM Meeting - Maricopa West	
	PM Meeting - South	
	PM Meeting - Northwest	
	PM Meeting - Northeast	
	Review Foster Home Closure Surveys	