Keys to Successful POPs!

- POP something every day. Pop every meeting, every phone call, every project. Any big project that requires more than one PWF staff person to participate (or that requires coordination among our partners) MUST have a detailed POP that has been vetted & agreed upon by all project staff/participants! But don’t limit yourself to POPing the big stuff – the more you do it, the faster and more effective you will be at it.

- Never participate in a project driven by another staff person without seeing/ reviewing the POP first. Make sure you understand and have agreed to the POP for every project you work on, whether you are the driver or play a supporting role.

- Make your outcomes full sentences with a who and a what. Notice how this forces you to be more specific!

- Make your outcomes SMART (specific measurable achievable relevant timely). If an outcome is something that could appear in every POP, it is not smart! (e.g. we win more). Notice the difference between these two outcomes:
  o more successful at winning construction careers
  o The Partnership will recruit 4 new organizational allies who are interested in advancing construction careers model in one area of federal legislation.
Which one provides a better set of benchmarks and more effectively guides the work?

- Make sure your outcomes speak to the event you are actually POPing. E.g. if you are POPing a phone call that is part of a larger (year-long) project, the outcomes should be for the phone call and not for the whole project. You may keep two POPs and two sets of outcomes in mind at once, but they should be laid out separately and it should be clear what is being POP'ed and how this phone call advances the overall goals.

- Be sure that every outcome correlates to one or more process points. The process should not just be a hodgepodge/brainstormed list of tasks, but should be in sequential order and should clearly create a road map for getting the work done.

- Always include in the process portion of your pop: prep you will do alone, prep you will do with other staff, the process for the meeting/event/project itself (e.g. meeting agenda).

- If the POP is for a meeting, the meeting agenda should include going over the POP (always!).

- Remember that many projects can have multiple POPs – we may have an internal POP that is extremely detailed and specific, and a more public POP that does not include every item. You may have an “official POP” for an important project that you are working on with your supervisor, but a private POP you keep to yourself that helps lay out your personal and/or leadership goals for the project (e.g. your private POP might outline how you would use the project to develop a better relationship with your supervisor or have other elements that don’t speak to the organizational interests in question).