

## **Top tips for making the most of resources**

**In the current climate of ‘doing more with less’, the key to success in our roles is making the best use of available resources to deliver outputs and outcomes. To use resources efficiently and effectively, we need to ensure we recognize the breadth and diversity of resources available to us, and continuously review how we are utilizing resources.**

**The following points may be useful prompts for you to review your current approach.**

- **Think broadly about what constitutes a ‘resource’**  
Think of ‘assets’, for example are you making the most of skills, knowledge and experience – both your own and those of others? Are systems and management information being used to optimum effect?
- **Look for opportunities to share resources**  
Don’t stumble across these by accident – actively seek, identify and seize them. Be alert, creative and open-minded. Approach others or connect people where you can see an opportunity for cross-team/department collaboration
- **Be discerning**  
Regularly review how you are spending your valuable time. Do three of you from the same team need to be in the same meeting? Do you need to duplicate a task being done in another area of your organisation? How are you expending your energy, for example are you focusing on things you can influence or control or wasting energy focusing on things outside of your control?
- **Be generous with your expertise**  
Offer your expertise where you know it can make a difference and foster a reciprocal knowledge and expertise exchange in your working relationships and networks
- **Be resourceful**  
Draw on your internal resources to achieve results, for example motivation, enthusiasm, energy, resilience, creativity. Be curious – look outside of your immediate area, across your organisation, your sector and professional bodies you may be affiliated with
- **Be self-aware**  
Recognise your limitations – you cannot be an expert in everything. Draw on others’ talents in those areas, and use resources such as mentors, articles, books, podcasts, online personal development toolkits to supplement your knowledge
- **Optimize strengths**  
Ensure that your strengths are being put to optimum effect, not just in your role but in a wider sense within your organisation / sector / community. If you are team leader, ensure you are fully embracing and utilizing the strengths of your colleagues
- **Invest your time to save time**  
Do not fall into the trap of believing that you do not have time to find resources. Be knowledgeable about where to look and what is out there.