



Mulcahy Memo – October, 2018

Published for clients and friends of the Mulcahy Law Firm, P.C.

by Beth Mulcahy, Esq.



Dear Clients and Friends,

There is finally a chill in the air and Halloween is around the corner. We hope you are enjoying the slight change of weather lately!

A very common complaint that our law firm hears from association board members is that the board never accomplishes anything. Some boards complain that they spend a majority of their time "firefighting" maintenance issues and dealing with angry or litigious homeowners. That being said, many boards never spend time thinking about strategic long-term planning for the association, funding reserves and important/urgent problems with difficult solutions. In my opinion, association boards need to radically change how they prioritize their important and urgent tasks as board members to create healthy and successful associations. This month's Memo discusses "The Eisenhower Method" to help you and your board prioritize items on your to-do list. Please scroll down to view the Memo.

Our Fall series of classes is off to a great start! We had great attendance at all classes in September. Mulcahy Law Firm, P.C. is teaching five free classes on different aspects of Arizona community association law in Mesa, Scottsdale and Glendale during the month of October, 2018. We hope to see you at one or more of our classes this month!

For a listing of all upcoming Mulcahy Law Firm, P.C. classes, please click on this link:

[Fall Class Schedule](#)

Many of these classes fill-up quickly so we encourage board members and managers to sign-up for these classes early.

Board Member Boot Camps

A reminder! Our firm is now offering board member boot camps. Many of our clients are taking advantage of this personal education time with our firm to answer their questions and help their boards be more effective. Each program is offered at hourly rate and covers a variety of topics, including board of director duties, compliance with Arizona and federal laws, potential pitfalls and Q&A. The boot camp can be held at a location chosen by the board or at our office. We can tailor the session to fit your board's desires as we understand that each board is unique and has different needs. For more information, please contact Beth Mulcahy, at 602.241.1093 or bmulcahy@mulcahylawfirm.com.

Free CCR review: Did you know that Mulcahy Law Firm, P.C. offers a complimentary 15-minute review of an association's documents to determine the amendment procedure/requirements for each document and gives a brief summary of what should be amended and projected costs to amend the documents? If your board is interested in this complimentary document review, please contact Beth Mulcahy, Esq. at 602.241.1093 or bmulcahy@mulcahylawfirm.com.

Also, don't forget to "like" and follow Mulcahy Law Firm, P.C. on [Facebook](#) so you don't miss any of our important updates on Arizona community association law.

Thank you!



Sincerely,
Beth Mulcahy, Founder and Senior Partner
Mulcahy Law Firm, P.C.



**Best Practices for Community Associations:
How to Prioritize "Urgent" and "Important" Tasks**
By: Beth Mulcahy, Esq.

The Eisenhower Principle Can Be a Guide to Associations

In a 1954 speech to the Second Assembly of the World Council of Churches, former U.S. President Dwight D. Eisenhower, who was quoting Dr J. Roscoe Miller, president of Northwestern University, said: "I have two kinds of problems: the urgent and the important. The urgent are not important, and the important are never urgent." This "Eisenhower Principle" is said to be how he organized his workload and priorities.

Eisenhower recognized that great time management means being effective as well as efficient. In other words, we must spend our time on things that are important and not just the ones that are urgent. To do this, and to minimize the stress of having too many tight deadlines, we need to understand this distinction:

- **Important activities** have an outcome that leads to use achieving our goals.
- **Urgent activities** demand immediate attention, and are usually association with achieving some else's goals. They are often the ones we concentrate on and they demand attention because the consequences of not dealing with them are immediate.

When we know which activities are important and which are urgent, we can overcome the tendency to focus on unimportant urgent activities (such as firefighting maintenance issues that could be delegated to others such as your manager), so that we can clear enough time to do what's essential for our success. This is the way we move from "firefighting" into a position where we can truly improve our associations.

How to Use Eisenhower's Principle

To use this principle, list all of the activities and projects that your board needs to do. Try to include everything that takes up your time as a board member, however unimportant. Next, think about each activity and put it into one of four categories:

- Important and urgent.
- Important but not urgent.
- Not important but urgent.

- Not important and not urgent.

Then schedule tasks and activities based on their importance and urgency.

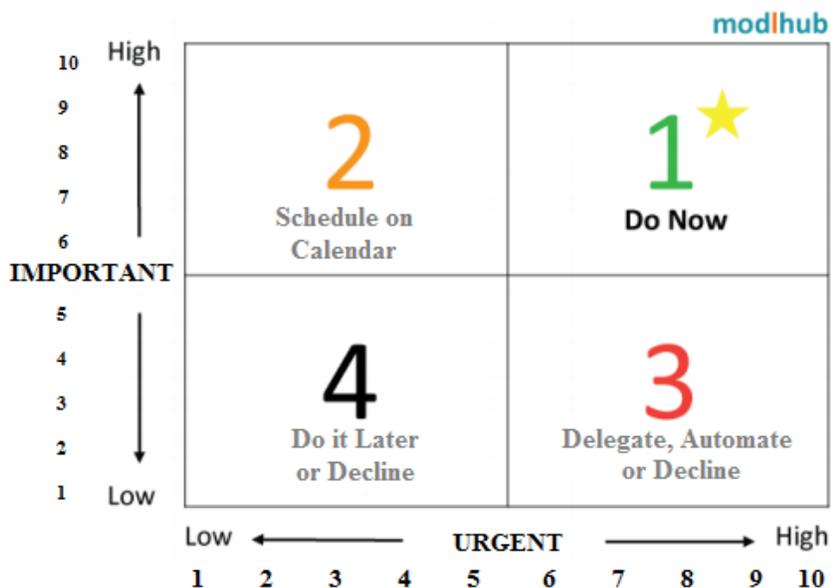
Source: https://www.mindtools.com/pages/article/newHTE_91.htm

Analysis of Strategic Challenges for _____

Step One: List Your challenges/problems and rate level of urgency and importance (between 1-10, with 10 being highest urgency and importance).

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|--------------------|--------------------|
| 1. Urgency # _____ | Importance # _____ |
| 2. Urgency # _____ | Importance # _____ |
| 3. Urgency # _____ | Importance # _____ |
| 4. Urgency # _____ | Importance # _____ |
| 5. Urgency # _____ | Importance # _____ |
| 6. Urgency # _____ | Importance # _____ |
| 7. Urgency # _____ | Importance # _____ |
| 8. Urgency # _____ | Importance # _____ |

Step Two: Graph your problems on the following chart below and determine which challenges/ problems you need to do now, schedule on the calendar, assign or delegate or drop.



To access our very popular cheat sheet on this topic, please follow the link below:

[How to Accomplish the Board's Goals Using the Eisenhower Method](#)

If you have questions and need answers on this topic, please contact Beth Mulcahy, Esq. at 602.241.1093 or bmulcahy@mulcahylawfirm.com.