

TIMELINE



It's easy to feel overwhelmed by all you have to learn and do when you're new in the job. WDSU's Anzio Williams says he divided his first year as news director into three phases: "The first phase is seeking to understand what you do without making any changes," he says. "The next phase would be seeking to be understood. Once I know what you're doing, I can tell you what I'm trying to do. The third phase is, if you can't understand what we're trying to do, then we have to figure out what's the next step?"

Creating a timeline for your first few months may help you stay on track. We've started one with suggestions from other news directors and left blanks for you to add your own.

Before you arrive

- ▶ Get an organizational chart, both station and corporate
- ▶ Get a personnel list, with photos if possible, to learn names and faces
- ▶ Read the local paper online; check TV and radio websites daily

YOUR NOTES:
