

OWL Ready



Tip of the Month

Use It or Lose It

Typically the phrase “Use it or lose it” is associated with a particular skill. A foreign language, sport, or even a computer skill. If you do not utilize something, usually within a certain timeframe, it will disappear or no longer be viable. If you want to stay fit, you need to keep exercising regularly — use it or lose it ([Use-it-or-lose-it - Idioms by The Free Dictionary](#)).

But, how does this relate to continuity planning? Basically, regularly updating and tweaking your continuity plan will keep your plan relevant and avoid your plan from simply being *words on paper*. Here are a few concrete examples on how to avoid “losing it.”

1. Make reviewing your departmental plan a weekly or monthly habit. Changes in staff, updates to critical functions, etc. need updated quite often.
2. Periodically discuss in staff meetings - the more people in the department that offer improvement suggestions, the stronger the plan. Plus, buy-in is always important.
3. Use lessons learned from previous incidents to strengthen your plan. We’ve all learned a tremendous amount from COVID, but have we taken the time to update our plans?

Updating your departmental plan usually only takes a few minutes. Don’t wait too long, or you risk forgetting valuable updates. Thank you.