

OWL Ready



Tip of the Month

Begin with the End in Mind

Stephen Covey's 2nd Habit, *Begin with the End in Mind*, is not a typical aspect of continuity of operations planning. In fact, it could be argued that it fits perfectly with mitigation planning!

But, let's look at this habit from an essential function perspective. Begin with the thought of not having one of your critical functions, then plan on how to overcome such an obstacle. For example, if having immediate access to a departmental vehicle is one of your critical functions, think about what you would do if your vehicle was suddenly unavailable for a few days. Do you have a Plan B? If not, your critical function is either not critical, or it's time to come up with a plan — part of your COOP!

Also, remember to update your COOP on a regular basis, including personnel listed in the "Contacts" tab. Finally, and in honor of Colin Powell, "Check Small Things" in your plan. The small things can often become the "big" things in a critical incident.

