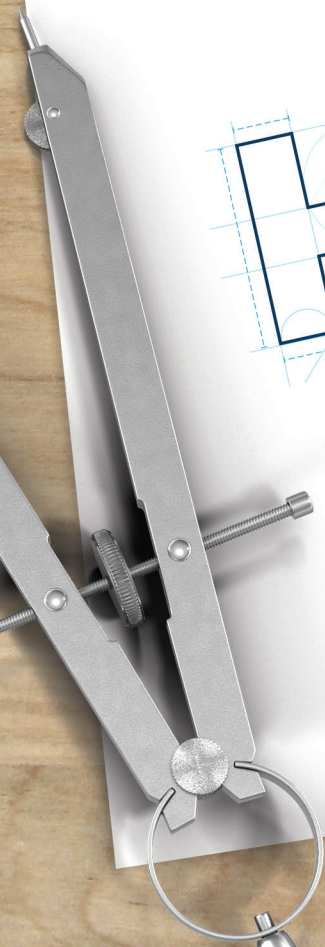
A large, blue architectural blueprint is visible in the upper right background. It features detailed line drawings of a classical building with a large dome and columns. Dashed lines and arrows indicate various measurements and structural elements. The blueprint is partially unrolled, showing its texture and the way it is laid out on a surface.

# HOW TO

## **SUCCESSFULLY MANAGE YOUR TRANSITION INTO OFFICE**





## **PRO TIP:**

***Enlist the help of a service like Majority Hunter. It's free to use and is an amazing resource for finding top talent to staff every position in your office, from Chief of Staff to Administrative Assistant to Communications Director.***

Congratulations, you've just won your election! Whether you're a first time candidate who just won a race for city council or a seasoned candidate who just won a race for Congress, you surely are thinking, "Now what?"

## **STEPS TO AN EFFECTIVE TRANSITION**

### **1. WHAT ARE YOUR GOALS?**

Throughout the campaign you spent countless hours talking to voters, knocking on doors, making phone calls and doing the hard work of running a winning campaign. Now you get to begin setting the agenda.

#### **Pro Tip:**

*One of the most important things you can do is invest the time to put on paper your goals for your first 30, 60, 90, 120 and 365 days. You get to set the agenda now and whether you're an executive, like a mayor, or part of a legislative body like city council, the State House, or Congress, you have control of your vision. Codifying your vision and your goals right after the election will help guide you through the following steps.*

### **2. INFORMED BY EXPERIENCE!**

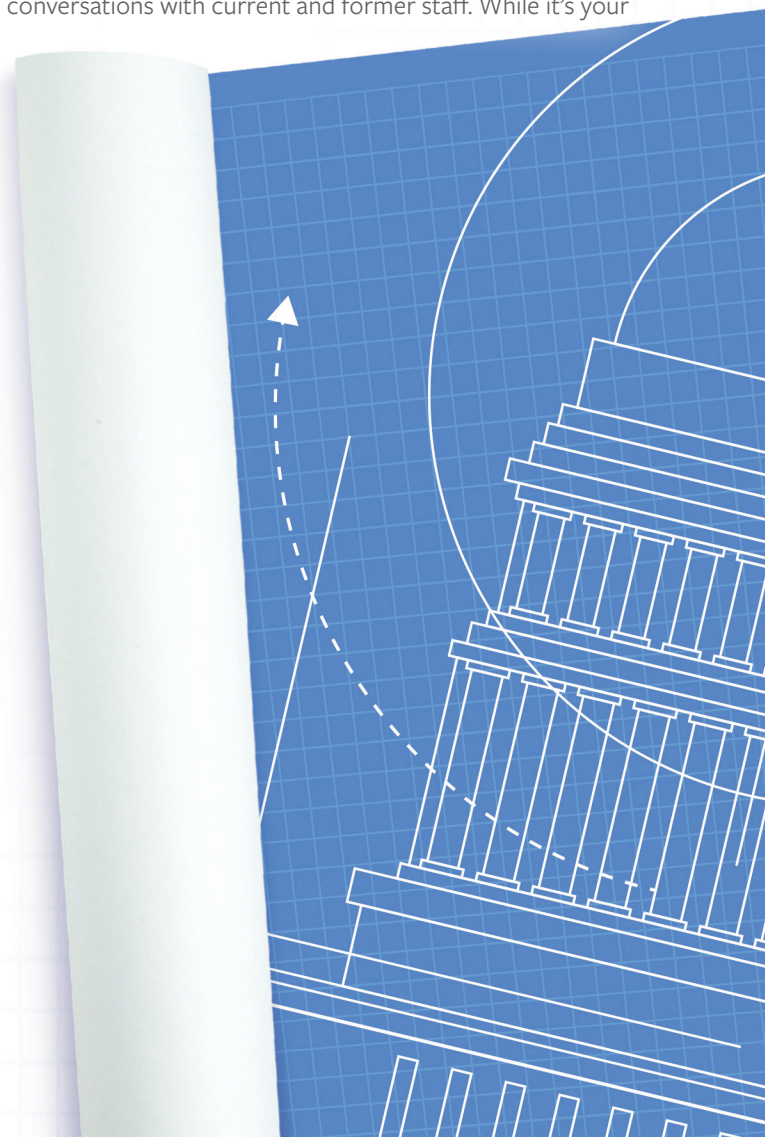
Regardless of the office you've just won, someone has been there before. Reach out to previous and current officeholders. Pick their brains, ask questions and soak up as much as you can. You'll be surprised at how much you can learn. What they tell you might shape what you want to do or what you don't want to do. Also, have the same conversations with current and former staff. While it's your name on the door, it is the individual staffers that make the trains run on time. Their insight, ahead of you taking the oath, may prove invaluable.

### **3. READ UP!**

Invest in the time the week after the election to learn about the office. Not just what it does and what you'll be responsible for, but what is your office budget? How many staffers can you hire? What are the various staff roles? Do you share staff with other elected officials? What are the rules for using office resources? All of those details are tremendously important for you to know in order to put together an effective office and team.

### **4. INTERVIEW PROSPECTIVE STAFF:**

Staffing needs can vary greatly depending on the office. It's possible you may be looking at hiring 15-20 people (in the case of the US House) or far fewer for city council or state representative. Regardless, you want to think strategically and invest the time to find the right fits. Don't make the mistake that you need to hire your top position first (Chief of Staff or Staff Director or Deputy depending on the office you'll hold and the titles allotted). First and foremost, find someone that can help you stay on time, stay on track, stay focused and manage a schedule that may be racing out of control (some may call this person a Scheduler or an Administrative Assistant). Once you have time to focus on the "big



things” and a supportive hand in managing your time, you can begin the process of interviewing people for the top jobs. As you set out to find your top deputies, rely on your list of goals and your vision. Make sure the people you interview will be willing to work day in and day out to achieve your mission.

**Pro Tip:**

*Enlist the help of a service like Majority Hunter. It's free to use and is an amazing resource for finding top talent to staff every position in your office, from Chief of Staff to Administrative Assistant to Communications Director.*

## 5. INVEST IN RELATIONSHIPS:

The time between Election Day and swearing in is the perfect opportunity to build the relationships that will prove critical to achieving your vision and goals. As much as you want to learn from the experience of others, you'll also want to know your colleagues in a way that could help further your agenda.

## 6. SWEARING IN:

The swearing in ceremony is about more than the first day on the job. You've taken the time up until now to do the necessary things to ready yourself for your new role, but don't forget that the next election is never far away. Make the most of your swearing in by inviting supporters, friends and volunteers to share in the big day. It will pay dividends in the future.

**REMEMBER:** YOU'VE SPENT THE PAST YEAR OR MORE DOING THE HARD WORK OF CAMPAIGNING, EDUCATING VOTERS AND TELLING THEM WHAT YOU WILL DO IF ELECTED. NOW IS THE TIME TO BUILD A STRONG FOUNDATION TO EFFECTIVELY SERVE YOUR CONSTITUENTS. THAT STARTS WITH MAKING THE MOST OF YOUR TRANSITION PERIOD.



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[WWW.MAJORITYSTRATEGIES.COM](http://WWW.MAJORITYSTRATEGIES.COM)

