

10 Organization Secrets to Live By

Look no further; these 10 organizational secrets will help take your group to the ultimate level of activism and sincerity.

1. **Patience:** Never give up—be tenacious in the stride toward your goals. Your efforts will yield success as long as your intentions are sincere. Time is irrelevant in this regard. It is your *eman* and will to work for the sake of Allah [swt] that will pave the path to achievement: Your intentions and will are timeless.

2. **Be courteous and congenial to your colleagues:** When you disagree, maintain your composure and never argue during formal meetings. Different points-of-view will abound—that is certain. As such, it is not only your responsibility but also your duty to keep your emotions in check and never allow them to overcome your proper demeanor.

3. **Engage others:** Nothing worth achieving on an organizational level can be accomplished alone. If you have an initiative and the drive to do Islamic work, there are certainly others with that same motivation. Don't simply ask for their help but encourage their ideas in the development of new projects and activities.

4. **Stay organized:** Keep an archive of meeting minutes and accurate accounts of all organizational activities, especially financial transactions. It is incredibly important that all organizational activity be accounted for and a paper trail is always accessible if needed. Do not be sloppy! The organization must be run professionally and meticulously.

5. **Run meetings efficiently with high regard for time:** Meetings agendas should include the relative amount of time spent on each item. When the time limit has elapsed, move to the next issue: If more time is needed, allocate time at the end of the meeting. This is in order to ensure that meetings are not taking exorbitant amount of time. People's time is valuable and that must be respected. Meetings should be scheduled not only with a start time, but an adjournment time as well.

6. **Evaluate:** Personal reviews are essential to ensure that all concerns are heard throughout the organization. By reviewing individuals, leaders can provide members with feedback on their progress. At the same time, members can provide feedback about the leadership to ensure that the organization is moving forward with all its members.



7. Stay true to your mission: Many times different members might be tempted to steer the organization in ways that seem to fit their personal judgment. Being untrue to the mission can be a waste of resources and confusing to members who might suddenly feel that they no more belong. If your organization wishes to take on goals that fall beyond your mission, then maybe it's time to expand your organization to be more than what it currently is.

8. Keep a positive attitude: Amongst any group of people, there will be those who are always happy, those who are always sad, and those who are always in the middle. Try to keep a positive attitude especially in tough times when motivation is low and prospects are not looking so good. Use the nay-sayers as a tool for risk assessment. Although they can be very negative and bad for group spirits, if you have the proper attitude towards them, you can really benefit from their doomsday scenarios to avoid real issues.

9. Open and close with Allah (swt): Whatever your organization is about to do, let Allah be in the beginning and the end. By keeping your focus on the Creator all the things that you do in between will fall into perspective

10. Be true to what you believe in: In all your organizational endeavors, stay true to your beliefs. If at any point you feel that your beliefs shall be compromised to please an individual or a group, then it's time for you to speak up. If you don't see hope for change, then it's time to make a statement and resign.

Written by Jamal Jouney

