



TIME MANAGEMENT + ORGANIZATION **STRATA MANAGER SURVIVAL GUIDE**

WHY IT MATTERS

- High volume, high stakes: 15–20 buildings, 2–3 meetings per week, ~20 emails per building per day.
- Complexity: Every decision involves legislation, finances, and people with competing priorities.
- Risk of burnout: Without systems, the pace is unsustainable. Organization is not optional; it's survival.

YOUR FUTURE SELF WILL THANK YOU

- Portfolio tracker: One sheet with key contacts, vendors, and building quirks = faster decisions under pressure.
- Emergency sheet: Who to call, how to get in, and what's unique about the building. You'll be grateful at 10 p.m. on a Friday.
- Tidy building folders: Fill in gaps (contracts, insurance, warranties) now to avoid panic later.
- Standing lists: Directives, infractions, maintenance, water escapes — living documents you review monthly.

SMART WORKFLOW

- Triage: Aim for “touch once” — deal with it or delegate.
- Close the loop: Don't leave owners or councils wondering if you saw their message.
- Templates & auto-replies: Save your brainpower for the unique problems.
- Consistency: Use naming conventions so anyone can find the file later (including your future self).
- Time blocking: Protect focus hours; batch emails instead of reacting all day.

COUNCIL'S ROLE

- Clear expectations: Councils work better with SOPs — it's not micro-management, it's empowerment.
- Designate one communicator: Fewer inbox logjams, less he-said/she-said.
- Committees for detail work: Let small groups hash out the noise before it lands in your inbox.
- Defined scope: If you empower a committee, give it timelines, budgets, and authority so they don't stall.

PROACTIVE COMMUNICATION

- Keep it simple: Ditch legalese; councils want clarity, not case law.
- Regular updates: Send directives lists so they don't chase you.
- Anticipate concerns: Always answer cost, access, and disruption before you're asked.
- Guidance, not just info: Councils need your recommendations to move decisions forward.

QUOTES + TRADES

- Reliable contractor list: Contact info, insurance, WorkSafe — all in one place.
- Track performance: Note who shows up, who bills fairly, who causes headaches.
- Organize by project type: Bundle quotes across multiple buildings (e.g., dryer vents in spring).
- Quote library: Saves rework and helps estimate quickly during budget season.

DIRECTIVES

- Task tracker: Who owns it, by when, what's next.
- Visual cues: Flags, colors, or bolding to spot priorities instantly.
- Check-ins: Hold people accountable — including council and contractors.
- Calendar reminders: Automate follow-ups so nothing slips between meetings.

CALENDAR PLANNING

- Annual map: Schedule meetings early — Tuesday/Wednesday evenings avoid long weekends.
- Cluster site visits: Cut travel time by grouping properties.
- Weekly planning: Friday afternoon or Monday morning — review last week, set top priorities.
- Daily blocking: Reserve time for invoices, emails, agendas, and directives. Protect your best energy for big-picture work.
- Boundaries: Log off after hours to preserve sanity and career longevity.

ADDITIONAL RESOURCES

[Role Descriptions for Strata Council Members \(choa.bc.ca\)](http://choa.bc.ca)

[Strata Council Code of Ethics \(cci.ca\)](http://cci.ca)

[Privacy Guidelines for Strata Corporations \(oipc.bc.ca\)](http://oipc.bc.ca)

[The Role of the Treasurer \(choa.bc.ca\)](http://choa.bc.ca)

[Setting Agendas and Minutes of Meetings \(choa.bc.ca\)](http://choa.bc.ca)

[Maintenance Schedule Template \(bomacanada.ca\)](http://bomacanada.ca)