

good editors

lead by example

Good editors are **positive**, so they praise publicly and criticize privately.

Good editors are **on time**, which means they **arrive early** and **stay late**.

Good editors talk to **every** staff member **every** day.

Good editors are **proactive**. They anticipate problems instead of waiting for someone to tell them there is a problem.

Good editors **communicate** often. They communicate with their adviser, fellow editors, team leaders, staffers and rep.

Good editors have **routines** in place. When editors start class with announcements, staffers are in the habit of getting to their seat and being quiet at the beginning of class because they know it's announcement time.

Good editors **write** things down — for themselves and for others. They write information on the board, in a daily Power Point or on an assignment sheet.

Good editors **show examples**. It's tough for staffers to be continually told, "This is not what we are looking for." Show them examples of good captions, photos and design. When staffers know what their editors want, they are more likely to produce high-quality work.

Good editors are **specific**. Instead of telling staffers, "Get to work," good editors tell the staff **exactly** what needs done and when the deadline is.

Good editors **follow up**. They check progress periodically because staffers hate to finish just in time for the editor to say, "Oh, that isn't what I meant."

Good editors are **organized**. If the photo folder is a mess, it's likely because the editors didn't have an easy-to-understand organizational structure to start. If good editors aren't naturally well-organized, they **get organized** and then teach the staff their organizational systems.