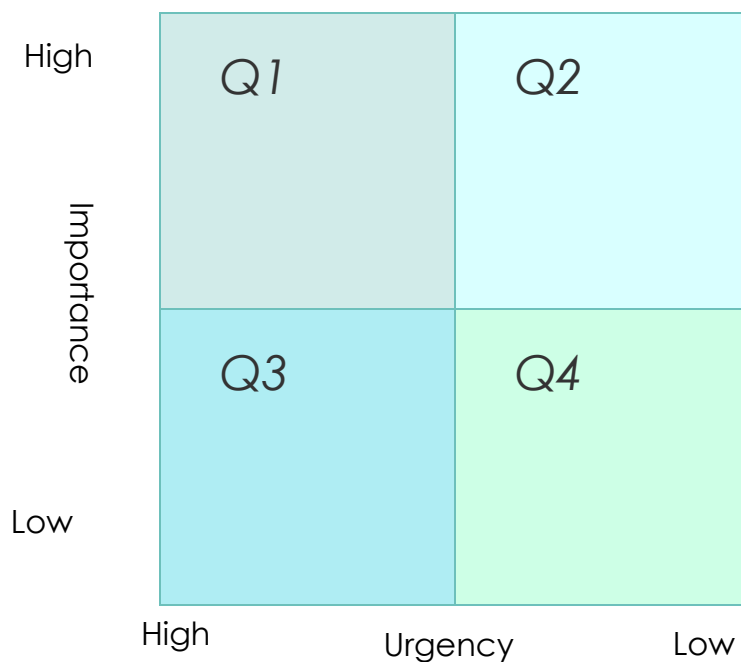


Workbook Session 2

Managing Time & Setting Expectations

How I spend my time

Priority matrix



What activities?

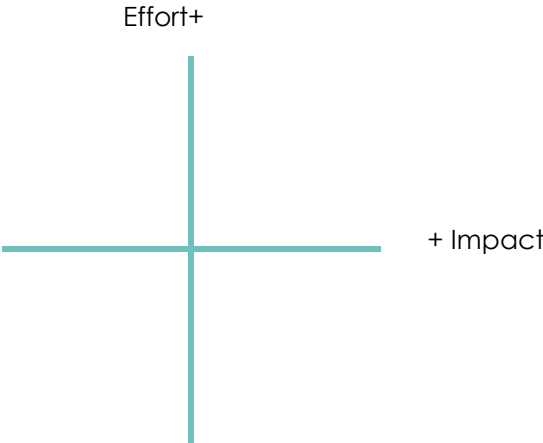
What Q1 activities can I reduce or plan for?

What Q2 activities should I schedule?

What are the low effort high impact tasks to schedule now to gain momentum?

What could I delegate?

Impact v Effort



What am I here for?

Job	
KPI	
What & Why	
Who	
How	
When	
Do	

Set Goals

S

M

A

R

T

10 ways to get going on over whelming tasks

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Setting expectations

1.

2.

3.

4.

5.

6.

7.

8.

9.

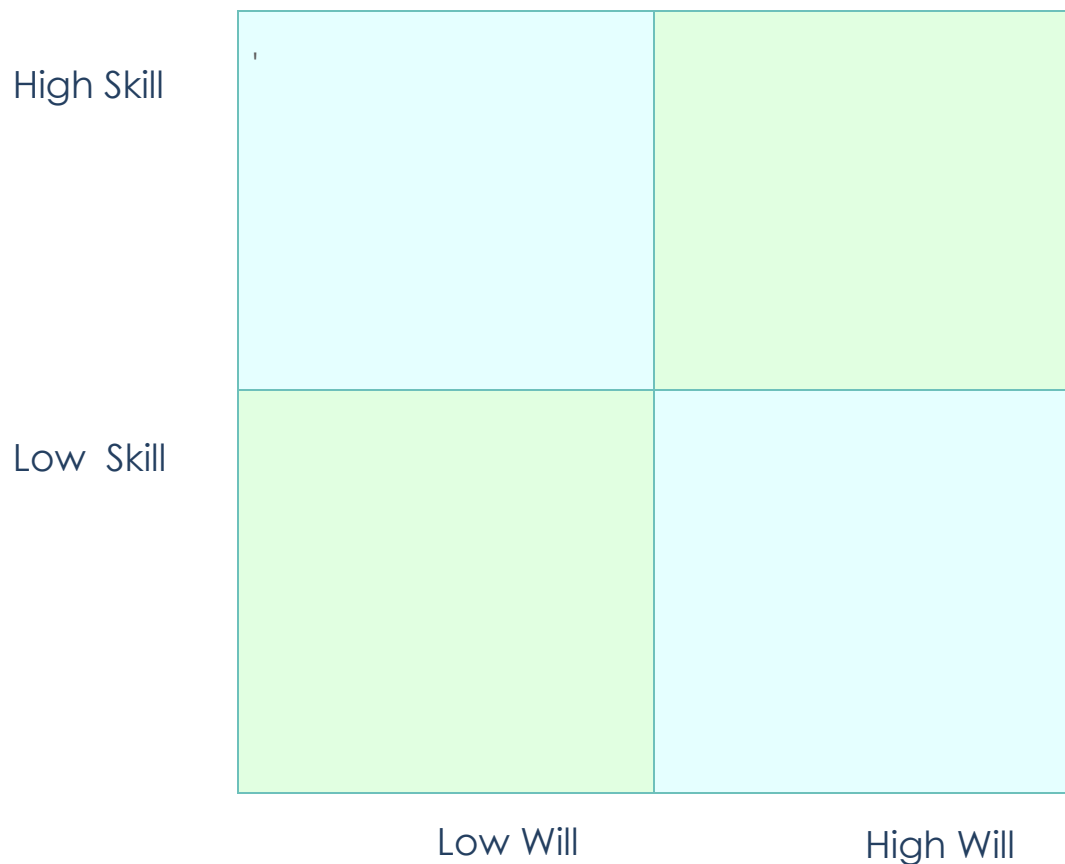
10.

The Skill Will Matrix

Different people need different levels of support and encouragement. Each person is likely to have differing levels of enthusiasm for a task (will) and capability (skill). Depending on where they sit on this matrix will require a different approach.

Some people may sit in different boxes for different tasks, so whereas they may be very proficient and enthusiastic about some jobs, there may be others where they don't perform so well and need either more guidance and support or more engagement.

Don't leave the Star Performers to get on with things. Unless we keep an eye and on them and stretch them they can easily gravitate towards the left and become disengaged.



Delegating

Preparing to delegate

Why delegate?

1. List all the tasks that you could or should delegate

2. Which single task would give you the biggest return on your time if someone else did it?

3. Complete the 7 step plan

4. What do you need to do to brief them?

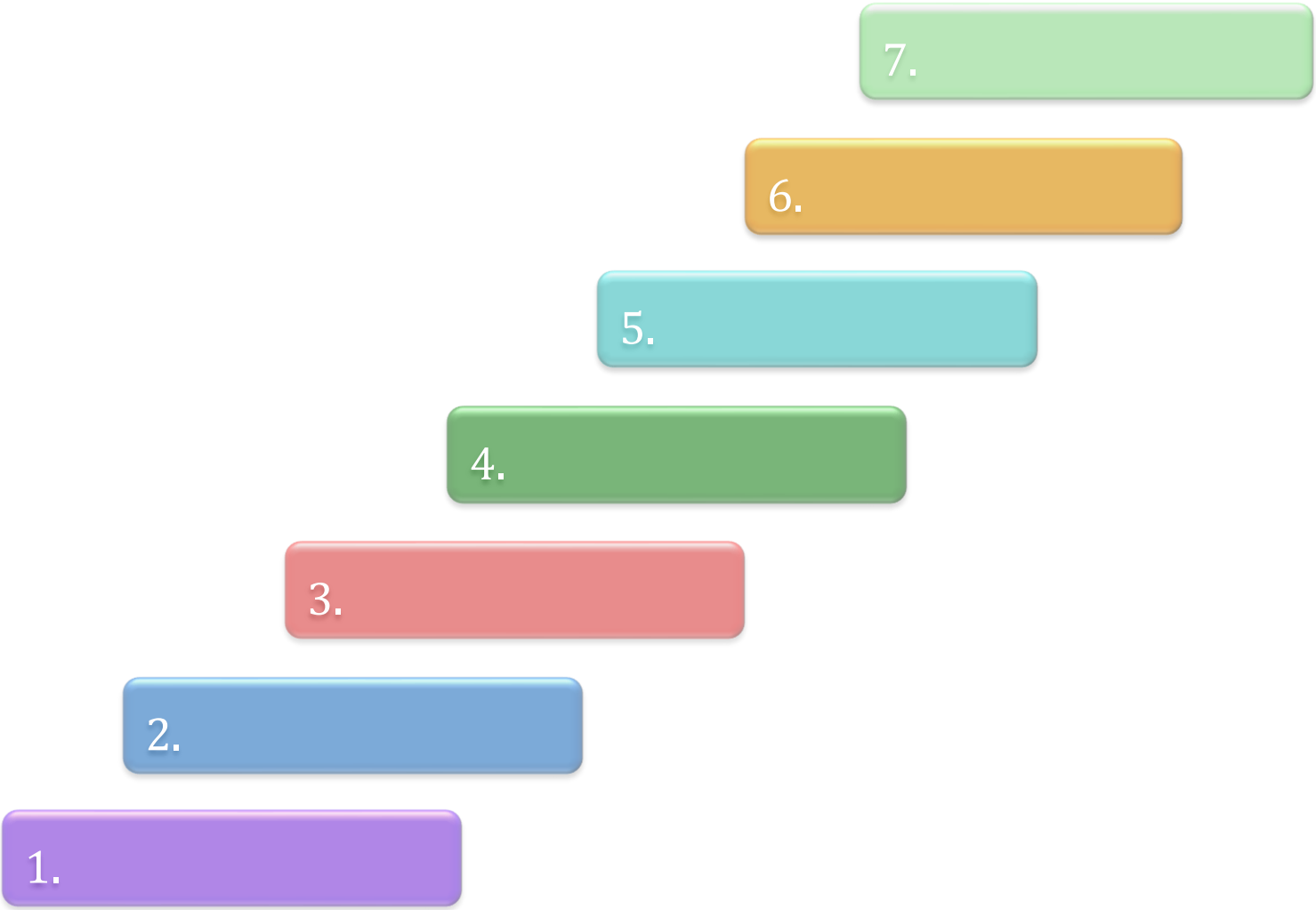
5. What could stand in the way of you doing this?

6. What could you do to overcome this?

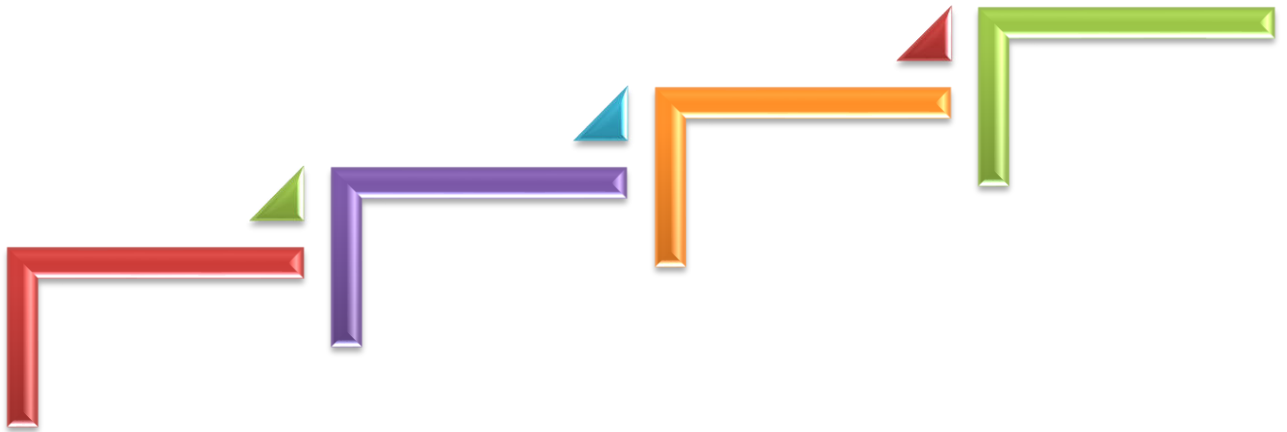
7. What actions can you take in the next week to get you nearer to handing over this task?

8. What could you do in the next 24 hours to get you started?

7 steps for new tasks



4 stages to doing something new...



Assessing what guidance they need

*"Tell me and I forget.
Teach me and I remember.
Involve me and I learn"*

I can't do that

When you ask someone to do something and they tell you they can't, what do they really mean?

1.

2.

3.

4.

5.

6.

I didn't have time

1.

2.

3.

4.

5.

6.

Longer Term

Actions & Learning from Today

What did I learn

1.

2.

3.

What will I action

By When

1.

2.

3.