

TIME MANAGEMENT ASSESSMENT



As a manager, your time is valuable, and it's limited. That's why you must manage your time as well as you manage your people. You should be focusing on the bigger, most important tasks, and empowering your team to take care of the smaller items. This worksheet will help you take more control of your time so you can invest it wisely.

Please list all the main tasks required to manage your operation. For each one, determine if it's a Routine task (R), or Leadership task (L).

EXAMPLES

Taking orders _____	<input checked="" type="radio"/> R	<input type="radio"/> L
Coaching employees _____	<input type="radio"/> R	<input checked="" type="radio"/> L
Cleaning _____	<input checked="" type="radio"/> R	<input type="radio"/> L
Stocking supplies _____	<input checked="" type="radio"/> R	<input type="radio"/> L
Training workers _____	<input type="radio"/> R	<input checked="" type="radio"/> L
Improving processes _____	<input type="radio"/> R	<input checked="" type="radio"/> L

1 ➔ R L

2 ➔ R L

3 ➔ R L

4 ➔ R L

5 ➔ R L

6 → R L

7 → R L

8 → R L

9 → R L

10 → R L

11 → R L

12 → R L

13 → R L

14 → R L

15 → R L

16 → R L

17 → R L

18 → R L

19 → R L

20 → R L

Now, list all the Routine tasks on the left side of the grid below. Those YOU perform should be listed in Box A and those you delegate should be in Box C. On the right side, do the same with all Leadership tasks. Those YOU perform should be listed in Box B and those you delegate should be in Box D.

A	B	PERFORMED BY YOU
C	D	

The way you invest your time will determine how much of it you have, and how efficient you'll be. Top managers keep on the right side of this grid as much as possible. They may save on labor by taking on Box A work themselves, but it's costing them time they could be devoting to Box B, work fewer people can do. Top managers also develop workers into leaders so they can move tasks from Box B to Box D, which promotes their workers' growth while yielding themselves more time to do most important work.

ROUTINE TASKS

LEADERSHIP TASKS

<p>A</p> <p>These tasks can be performed by others. The time YOU put here pulls you away from more important tasks that will have the greatest impact. This is work, but it's not management. Hire smart and train well to minimize the time you spend here. Delegate these tasks to your team. Redirect the time you gain to Box B.</p> <p>These tasks take your time.</p>	<p>B</p> <p>These tasks also take your time, but they pay off more. They'll help your team and operation improve. Fewer people can do this work, so hours spent here are more valuable. This is the difference between hard work and smart work. And the better you lead your team, the more time you'll have for this work.</p> <p>These tasks are a better use of your time.</p>
<p>C</p> <p>The labor dollars you spend paying others to perform these tasks is a smart investment. Let your hourly team do this work so you can spend time leading and focusing on the bigger picture.</p> <p>These tasks give you time.</p>	<p>D</p> <p>With the right hiring, training and coaching, you can build a team of leaders who can begin to lead each other and take on bigger responsibilities. This will free up time for you to focus on leveling up the entire operation.</p> <p>These tasks give you more time and help your operation grow.</p>

**PERFORMED
BY YOU**

DELEGATED

In the grid below, redesign your schedule, moving whatever you can from Box A to Box C. Also consider what more you can do in Box B (to improve your operation) and how you might be able to delegate/ outsource some of this work into Box D.

ROUTINE TASKS

LEADERSHIP TASKS

A	B
C	D

**PERFORMED
BY YOU**

DELEGATED

TIME MANAGEMENT PLAN

➔ What must you STOP doing to save you time and Improve your operation?

➔ What must you START doing to save you time and improve your operation?

➔ Additional Notes/Plans: