Goskills

Time Management for Leaders

GoSkills online course syllabus

Skill level
Beginner

Lessons
13

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Pre-requisites
No prior experience needed

Video duration
52m

Estimated study time
52m 55s

Instructor
Brittany Hayles

Introduction

1 The ultimate leadership requirement

In order to be the best leader you can for your team, you need to effectively be able to manage your time.

Take Ownership Of Your Time

2 Always plan in advance

One of the best things you can do to own your time is make a plan and stick to it.

3 Set deadlines

In lieu of a reminder to complete a task, setting deadlines helps you keep the focus on what needs to get done.

4 Audit your calendar regularly

Auditing your calendar allows you to identify which elements of your role are taking up the most time and which tasks and meetings may not be useful to you.

Release Control To Increase Productivity

5 Delegate responsibilities

Delegation is a powerful way to help your team develop new skills while getting things off your plate.

6 Automate repetitive tasks

When you realize you're spending too much time doing things that are repetitive or mundane, it's time to automate.

7 Bringing on external help

When your team is maxed out, relinquishing control of the basic tasks to an intern or assistant is a quick way to reduce your workload.

8 Is this meeting necessary?

You've likely asked yourself, "do I really need to be in this meeting?" After this lesson, you'll be able to identify if your presence is truly necessary and communicate this to the meeting stakeholders in a manner that's respectful of their time and goals.

Empower Others

9 Talk about time

By discussing time management in meetings with your team members, you help them to refine this skill and work more effectively.

10 Turn check-ins into collaborations

Rather than spending time checking in on the status of a task, using meetings to work together on something much more impactful.

11 Create shared productivity systems

There are many systems and tools you and your team can leverage to manage your time.

12 Encourage breaks

Breaks are one of the most effective ways to help your team mentally refresh and prepare to tackle different tasks.

Conclusion

13 Lead by example

Thanks for watching this course!

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