

Time Tricks for Leaders Who Do It All

GoSkills online course syllabus

Skill level

Beginner

Lessons

12

Pre-requisites

No prior experience needed

Video duration

26m

Estimated study time

26m 25s

Instructor

Janet Fouts

Introduction

1 Optimize time management for leadership success

Leaders are constantly balancing competing priorities, managing both short-term tasks and long-term goals, and facing the risk of burnout if they don't develop effective time management strategies.

Refine Priorities and Strengthen Leadership Focus

2 Define clear leadership goals for success

Clearly defining your leadership goals is essential for guiding your actions and ensuring alignment with your broader vision.

3 Identify productivity pitfalls and refine priorities

Effective prioritization is key for leaders to focus on tasks that drive the most impact.

4 Establish healthy boundaries to lead successfully

Without boundaries, leaders risk over-committing, leading to decreased productivity and strained relationships.

5 Manage distractions to protect leadership focus

Distractions are a constant challenge for leaders and can detract from high-priority goals.

Streamline Leadership Tasks for Maximum Efficiency

6 Group similar tasks to improve efficiency

Multitasking across different kinds of tasks can reduce focus and efficiency.

7 Automate routine leadership tasks to save time

Leaders often spend time on repetitive tasks that could be streamlined for maximum productivity.

8

Lead efficient meetings that drive results

Meetings can be time-consuming and inefficient if not structured properly.

Sustain Peak Leadership Performance and Prevent Burnout

9

Boost leadership success with energy management

As a leader, managing your physical and mental energy is essential for sustained productivity and clear decision-making.

10

Recharge as a leadership strategy

Pushing through without pause can drain your energy, increase errors, and limit your impact.

11

Create balanced routines for leadership success

Adopting sustainable routines prevents burnout and helps leaders maintain high performance without compromising well-being.

Conclusion

12

Drive leadership success with time management

Thank you for watching!

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