

## Identify and Address Your Time Wasters



Continuing our theme of taking control of our time and optimising how we spend every day, lets get honest and take a good hard look at our time wasters.

*Before reading any further write down 3 ways you routinely waste time.*

Here are some of the most common examples I hear from leaders at all levels.

- engaging in meaningless conversations.
- listening to other managers or team members complaining
- being too available, accessible 'supportive'
- doing things yourself 'because its quicker'
- attending too many meetings
- distracted by emails
- chasing people for reports, data, information
- directing rather than coaching people to find their own solutions
- listening to stories about why something did not get completed

As leaders, our job is to delegate responsibility and to empower others to work independently rather than rely on us. Rather than taking over or doing things for staff, we should be asking questions that will help those reporting to us, and our colleagues, to work out solutions. Start practicing solution focused questions.

- What is the immediate issue?
- What are the options? Which one do you think will work best?
- What else might work?
- If there were 2 things that might mitigate risk, what would they be?

### Do you do any of these?

- Attending meetings with staff on request rather than briefing the person to handle it themselves.
- Attending in person when a teleconference might work.
- Not having a clear outcome, agenda or time frame for meetings
- Over preoccupation with emails

- Spending too much time with staff who are consistently not delivering results either because of their attitude or their performance or both.

Could it be there's  
something  
you need to  
*stop* doing?

Decide *NOW* to stop wasting your precious time.  
Identify things you are going to stop doing.  
Write them down.  
Commit.  
Share them with your boss, your buddy, and your staff.  
Calculate exactly how much time you will save each day.  
PLAN to use that time more productively.

For more information on CORE leadership skills please visit my website at [www.lynnpeyton.com/core](http://www.lynnpeyton.com/core)

Communication

Optimisation

Relationships

Evaluation