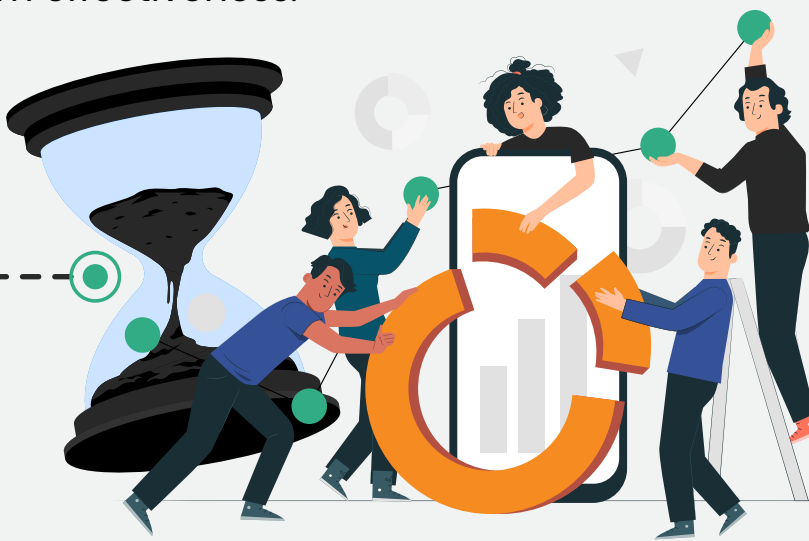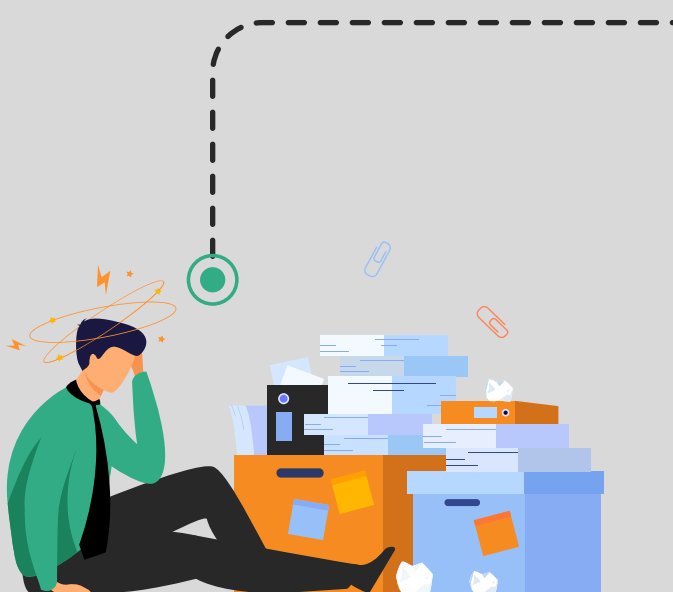# Leading Time Management

Time management impacts productivity, well-being, and team effectiveness.

Model respectful time management, demonstrate clear prioritisation, and set realistic expectations to set a tone for your team to follow.

Overwhelming workloads, a lack of reflection, and difficulty saying no are barriers to effective time management.

Prioritise self-awareness and understand your habits.

Find a system that works for you, such as timeboxing.

Empowering team members to manage their time involves open communication

- sharing best practices
- setting clear goals
- utilising technology efficiently

Promote a culture of transparency within the team to determine priorities and demonstrate respect for each other's time.

Encourage self-care. Protect team members' time and understand individual energy rhythms.

Consider sharing your calendar with your whole team.

Recognise the power of delegation in freeing up time.

Remember the Pareto Principle **(80% of outcomes come from 20% of causes)** – invest your time wisely!