

5 EASY steps to be A-LOT more effective in A-LOT less time when you're leading a team at work





It is possible to be busy - very busy - without being very effective - Stephen Covey



STEP 1

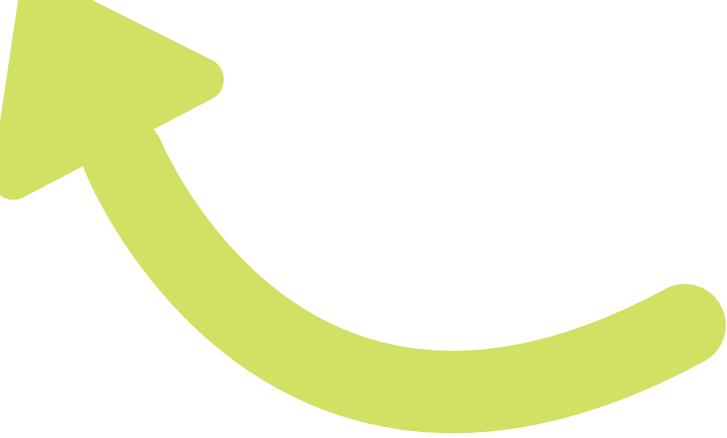
TAKE OWNERSHIP OF HOW YOU'RE SPENDING YOUR TIME

It's so easy to get into the habit of working a certain way, but unless you take ownership of how you're currently working you're not going to change.

So, start by writing a list of all the things that you currently do that someone in your team could do for you or should really be doing instead of you...and be brutally honest!

How long is that list?!





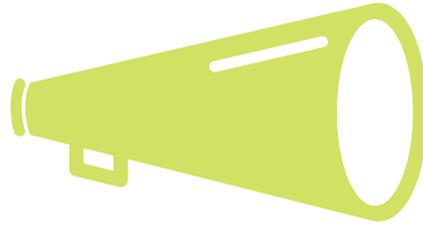
STEP 2

DELEGATE OR OUTSOURCE

You don't have to do everything. In fact, you really *shouldn't* be doing everything! It's not a good use of your time or your brain power.

Instead, look at the list you created in Step #1 and delegate or outsource this stuff. We're talking things at work AND home.

This will not only massively free up your time, but will allow you focus your attention where it needs to be focused!



STEP 3

CREATE A SUPER SIMPLE COMMUNICATION STRATEGY - AND STICK TO IT

Your team need to have your time and attention - but this takes up YOUR time and attention! However, it's super valuable and well worth the effort.

So create a super simple communication strategy, and STICK TO IT! I'm talking: no excuses, nothing is more important, the building is falling down and still you're not cancelling - level of consistency!

Do this and watch the magic grow (need some help? There's a link to some resources at the end.)

STEP 4

EMPOWER YOUR TEAM TO TAKE OWNERSHIP



As mentioned in Step # 1& 2 - you don't have to do everything, and nor should you. Therefore, empower your team to take ownership and just keep checking in.

Not only will this free up your time and attention, it'll grow and develop your team.



STEP 5

SWITCH OFF

This is the hardest one of them all, but SO IMPORTANT! By taking the time to reflect, read, chill, relax, spend time with your partner and kids, you're no good to anyone.

No one can work on full pelt all the time - we're just not wired that way! So, take time out to switch off and re-boot and you'll be all the better for it!

Extra Resources

If you'd love some additional free resources to help you out just visit:

<https://www.barbaranixon.co.uk/freebies>

Join The Leadership Toolbox

If you're ready to continue your leadership development and would love to have access to:

- * A vault of bite sized workshops there for you when you need them most
- * A brand new workshop every single month
- * A monthly group coaching call that you can jump on to really support you when you need it
- * And to join a network of Leaders at all levels all developing and supporting each other...

Then The Leadership Toolbox is for you.

For more information and to join visit www.barbaranixon.co.uk

About Barbara Nixon

Barbara is a Leadership Coach, trainer, author of The Boss Hat, and founder of The Leadership Toolbox.

With over 20 years in the people development space, Barbara has worked in corporate, run a Training Consultancy and worked with hundreds of leaders at all levels to help them become the best they can be.

Barbara has worked in the UK, Europe and USA and she founded The Leadership Toolbox to give leaders at all levels access to simple, and practical bite sized development when they need it most.

Outside of work Barbara is married to Dave, has 4 children, is an avid reader, loves walking, holidays and generally having fun.

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