

The Leadership Toolbox

Re-claim your day – How to stop leaking time every day

Tip #1 – Watch out for your self talk and your mindset around time

How many of the following do you find yourself saying?

If you want something doing, do it yourself

I've got to do everything around here

I'm great at multi-tasking

I have to help others

I'm too busy, I'll never get everything done

You always have to help others first

If I don't do it, no one will

I have to get everything done on my list

I don't want to let people down

You have to work hard to be successful

I have to be busy to be worthwhile

It's going to be a really busy day

I don't know how I'm going to get everything done

I'm going to meet myself coming back

There's no way I'm going to get everything done, there's just too much

I'll have to work late again

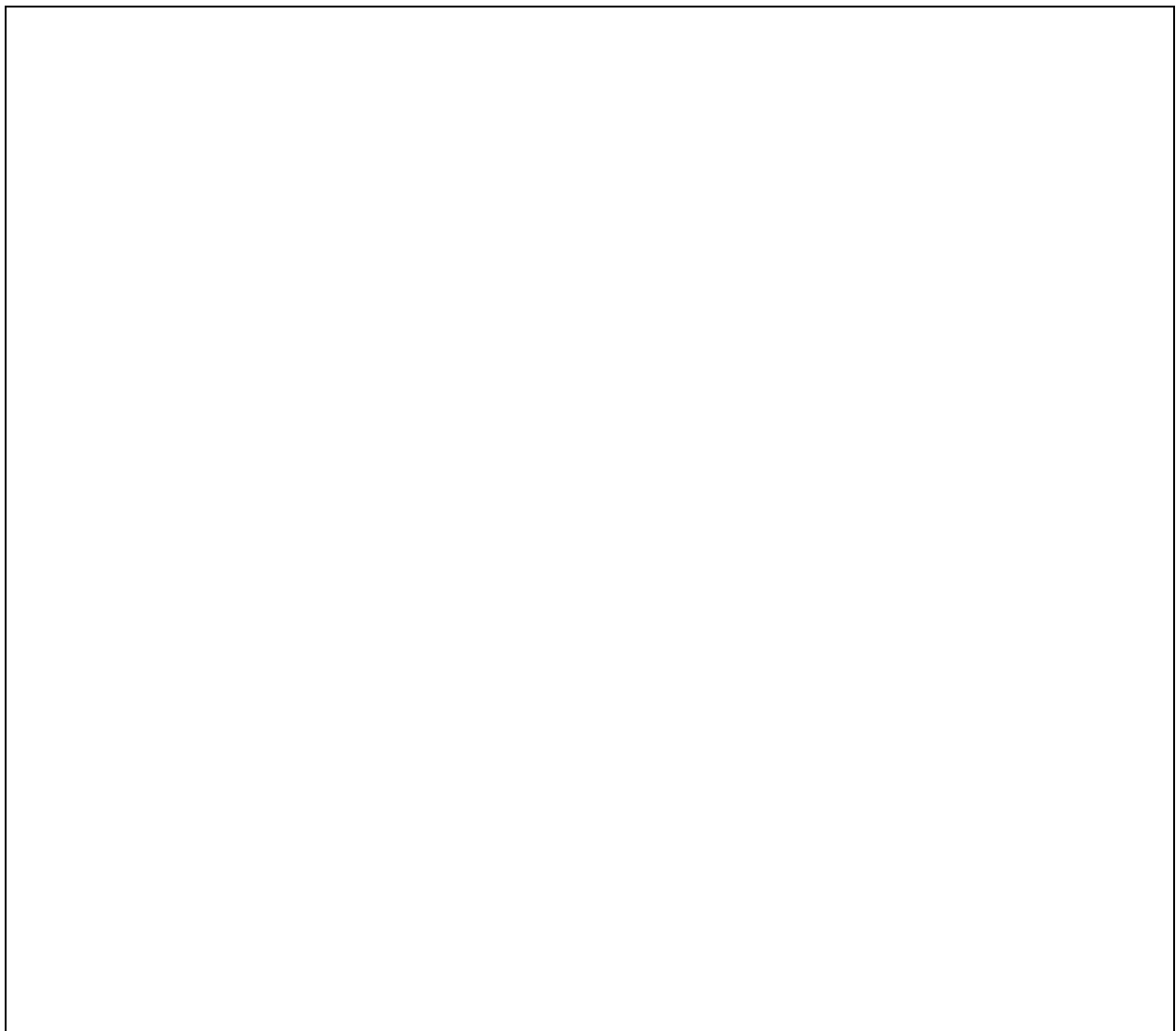
Lunch? Chance would be a fine thing!

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NOTE: These are reflecting your mindset around time

Challenge 1 – Create 3 brand new positive statements that you’re going to use instead.

For example – “I’m really productive today” or “I’m getting loads done today” and start saying these to yourself throughout your day.

A large, empty rectangular box with a thin black border, intended for the user to write their three brand new positive statements.

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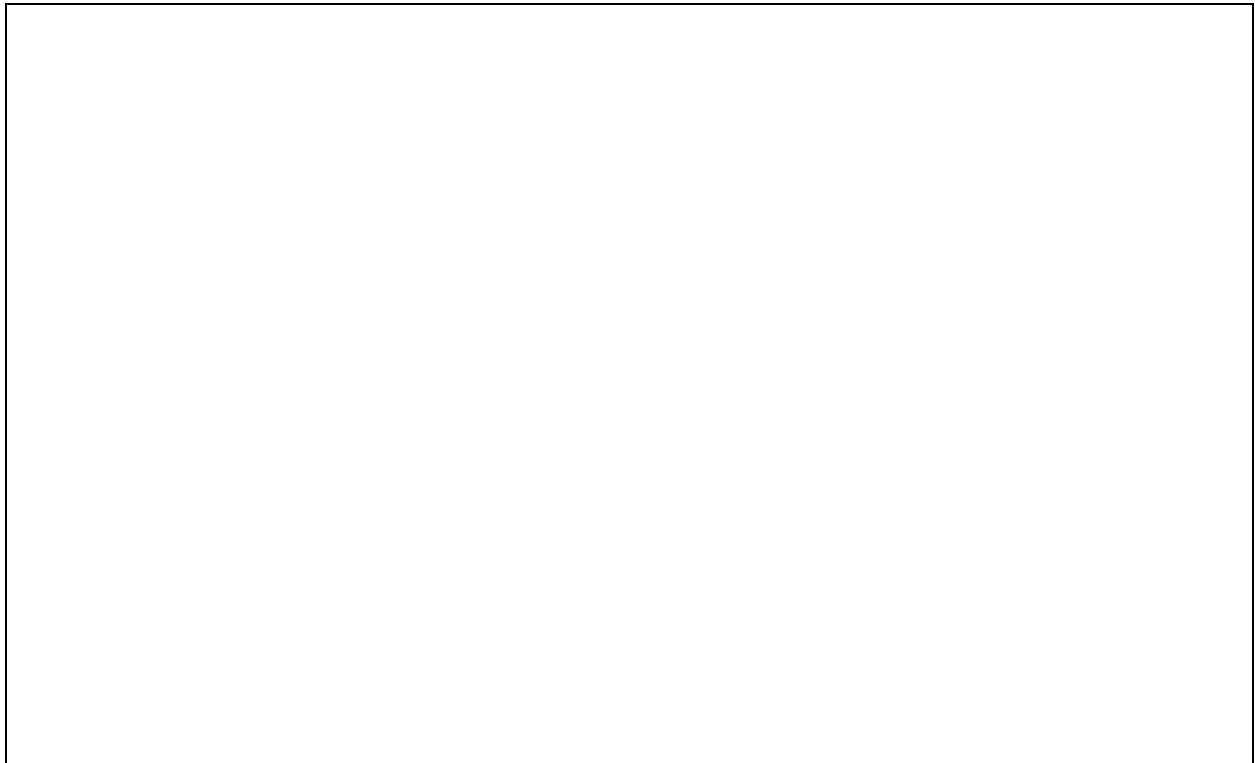
Tip #2 – Structure your day and create habits that work for you

A great way to do this is to work with your natural body clock rather than against it.

Challenge – Are you an owl (an afternoon or evening person) or a lark (a morning person)?

Write down how you can make the best out of your own natural way of working.

NOTE: Checking E-mails first thing isn't always a good use of your time. Instead choose one thing off of your list and finish that first before you open your inbox



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Tip #3 – Keep challenging your own behaviour

Challenge – go through your to-do list, and ask yourself...is this adding value? Is this a good use of my time?

Make a note of the top 5 things that you're going to complete this week because they're a great use of your time.

1.

2.

3.

4.

5

Notes: