

How to Make Time to Lead:

Add a 30-minute recurring meeting in your calendar every week and stick to it! Don't let other priorities take over. Leading is a priority so use this time to consider some of the following:

- What can I get off my plate this week and delegate to someone else?
 - Who is ready for more and would like a challenge?
- Who is doing a great job right now?
 - Have I recognized them? What recognition can I give them that will be meaningful to them?
- Who on my team is struggling right now?
 - What do they need from me? How can I help them?
- What tough conversation/performance conversation have I been putting off?
- Who have I not checked in with lately?
 - Do they need a one on one check in?
- Who is displaying some talent and growth in a certain area?
 - How can help them continue to learn and grow there?
- Is the energy and momentum on our team right now high or low?
 - What can I do to give people more energy if we are currently on low?

Think through which day of the week would work best for you to schedule time for this activity. Some people prefer to schedule their 'make time to lead' time on Monday morning to ensure they know what they want to get done with respect to their people at the start of each week. Other's like to spend time on Friday's to reflect on the past week and consider what actions they want to take for the next week. Pick the time that works best for you and honour that time. Show up and consider how you want to lead over the course of the next week and then follow through on the plan and action items you identify during that time.

If you want to increase the engagement and commitment level of your team – build and plan for it and spend time on it just like you would for any other project on your plate.

1. What day and time each week do you want to schedule for making time to lead?

Making Time to Lead Reflection

Complete one of the following worksheets for each employee on your team. Once complete, build a plan and timeline for how you want to follow through on these items. Consider completing this worksheet on each employee once a month to make sure you are staying on top of building or maintaining the commitment level of each individual on your team.

Employee Name:	
Week: January 7, 2019	
Where does this person fall on the scale of commitment to compliance? (1 non-compliant to 10 fully committed)	
Have I recognized this person recently?	
Are there any current performance concerns? Am I putting off a feedback conversation?	
When is the last time we had a one-on-one?	
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What can I delegate to this person?	
Where are they showing strengths? How can I play to those strengths?	