

E-BOOK BY TONNY LARSEN



TIME TO LEAD

CREATE MORE TIME FOR LEADERSHIP

Guide to Creating More Time for Leadership

In the fast-paced world of business, also known as the **VUCA** world effective leadership is crucial for success.

VUCA stands for a business world which is:

- **V**olatile
- **U**ncertain
- **C**omplex
- **A**mbitious

The **VUCA** world calls for a new way of leadership. To operate in this new world, you need to be adaptive and be able to connect to your creative competences.

However, leaders often find themselves overwhelmed with tasks, leaving little time for strategic thinking and team development. This guide aims to provide practical strategies to help you create more time for leadership in your busy schedule.

Prioritize and Delegate:

Identify tasks that only you can do and those that can be delegated. Empower your team by assigning tasks based on their strengths and capabilities.

Trust your team to handle responsibilities, allowing you to focus on high-impact leadership activities.

Time Blocking:

Allocate specific blocks of time on your calendar for leadership activities. Create dedicated time for strategic planning, team development, and one-on-one meetings with your direct reports.

Avoid multitasking during these blocks to maximize your focus and effectiveness.

Limit Email and Meetings:

Set specific times to check and respond to emails rather than reacting to every notification.

Streamline meetings by setting clear agendas, limiting their duration, and involving only necessary participants.

Encourage communication through collaborative tools to minimize the need for lengthy meetings.

Automate Repetitive Tasks:

Identify tasks that can be automated using technology.

Explore project management tools, scheduling apps, or other software that can streamline routine processes.

Invest time upfront to set up automation, saving valuable hours in the long run.

Continuous Learning and Skill Development:

Stay updated on the latest leadership techniques and tools.

Invest in personal development to enhance your efficiency and decision-making skills.

Consider workshops, courses, or coaching to sharpen your leadership abilities.

Effective Communication:

Clearly communicate expectations and priorities to your team.

Foster an environment of open communication, reducing the need for constant follow-ups.

Encourage feedback loops to address issues promptly, preventing prolonged problem-solving processes.

Outsource Non-core Tasks:

Evaluate tasks that are not directly related to your core leadership responsibilities.



Explore outsourcing options for non-strategic functions, such as administrative tasks or specialized projects.
Focus your time on activities that contribute directly to leadership and organizational goals.

Mindfulness and Stress Management:

Practice mindfulness techniques to stay present and focused.
Manage stress through activities like regular exercise, meditation, or hobbies.
A clear and relaxed mind enhances decision-making and overall productivity.

Conclusion:

Creating more time for leadership requires intentional planning, delegation, and a commitment to personal development. By implementing these strategies, you can optimize your schedule, prioritize leadership activities, and lead your team more effectively in today's demanding business landscape.

All above is part of my **QLeadership™** transformation process, as this is one of the first steps to move from reactive to proactive leadership.



