

How can I effectively manage my time and delegate?

To operate efficiently, it's important to have effective time management practices in place. Establishing practices that maximise your time (e.g. effective delegation) can enable a leader to both provide opportunities to meet organisational goals and promote employee development.

The essence of good planning as a leader lies with understanding your goals and knowing your own strengths, as well as those of your direct reports. Reviewing your time management and approach will also support efficient operations.

SINGLE CALENDAR

Using just one schedule or calendar is necessary to ensure you keep all relevant tasks, meetings and deadlines identified in the one location. Additionally, the calendar you use will enable you to schedule time for reading, researching or working independently so that you block out the time necessary to review documents or consult with colleagues. The calendar must be updated regularly so that all new tasks or any changes are included. This typically involves scanning your inbox to make sure you haven't overlooked a revised calendar invitation, or checking that family or personal events are noted to avoid confusion and clashes.

KEEPING THE VISION IN MIND

When a leader is mindful of their long-term vision, it is easier to identify the activities that are not contributing to the future. Taking time to evaluate calendar appointments to appreciate how they link to the vision and long-term goals will enable you to determine which activities you want to continue to attend and where there may be chances to delegate.

PRIORITISING

The basis for being able to do this is to understand all of your responsibilities, for employees and clients as well as tasks, along with the importance and urgency of your tasks. Time may be lost when an important task is delayed or a task that seemed to lack urgency becomes an issue unexpectedly. Ensuring there is time to review all work demands and prioritise meetings or workload accordingly can only be done when your mind is clear, which is best achieved in the morning, so that you can consider consequences and identify changes that need to occur.

IDENTIFYING RESOURCES NECESSARY TO ACHIEVE EACH GOAL

Considering the key elements that will contribute toward the achievement of each goal will enable you to identify the resource requirements. Some people use a template or action plan for this, which enables them to specify the time that may be required, based on considering the available resources, the known or overt requirements along with potential elements that could require contingencies. Sometimes this step is best completed by working with a colleague or others who can contribute practical estimates or identify possible issues. The action plan will enable effective review on a regular basis.

DELEGATING — MATCHING SKILLS AND GIVING CLARITY

Ensuring that people with the right skillset and experience, or who are ready to learn, are given tasks suitable for their level will support good delegation. Providing clear goals, with specific milestones and criteria for success will enable employees to know what they are aiming for and enable them to plan their time effectively.

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Corporate Mental Health Alliance AUSTRALIA

The Corporate Mental Health Alliance (CMHAA) is a group of Australian businesses dedicated to providing mentally healthy workplaces for their people.

FOR MORE INFORMATION PLEASE VISIT:

Website: cmhaa.org.au

LinkedIn: [Corporate Mental Health Alliance Australia](https://www.linkedin.com/company/corporate-mental-health-alliance-australia)



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