



LEADERSHIP

ACTION

PLAN

Time Management Practices of High Performing Leaders

- ◆ Review your current calendar and create time blocks for larger projects
- ◆ With your leadership team, discuss how you will identify items as critical, important, helpful or unimportant
- ◆ Agree as a leadership team how you will determine urgency, meaning what serves the greater good of the company
- ◆ Schedule Golden time in your daily calendar
- ◆ Schedule Catch up time in daily calendar
- ◆ Schedule Wrap up time at the end of each day to create a powerful to do list