

Time and Task Management

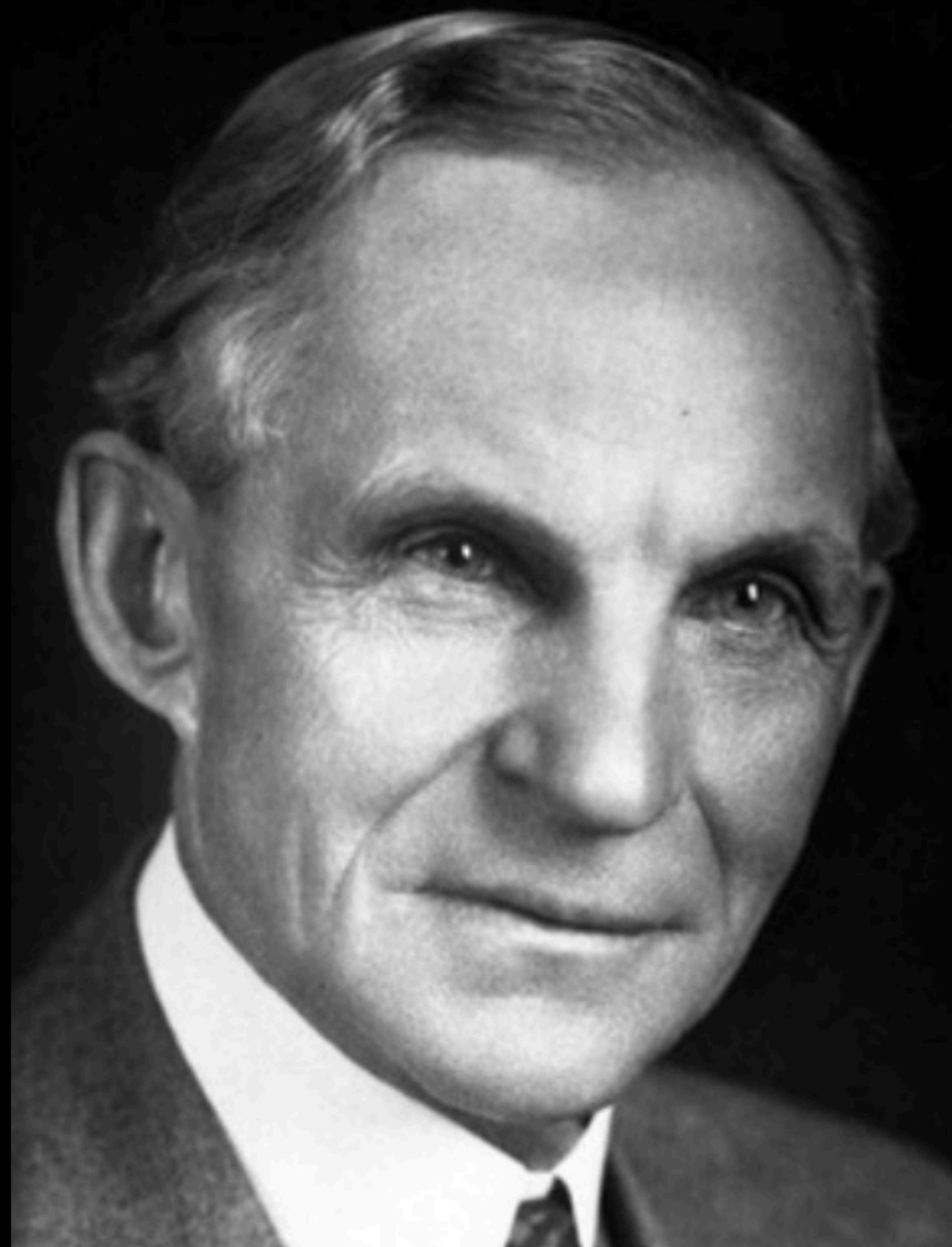
for Leaders and Leadership Teams

The Leader's Dilemma

Accessibility



**Come up with
great ideas**



Thinking is the hardest work there is,
which is probably the reason why so
few engage in it.

— *Henry Ford* —

AZ QUOTES

Your Role as a Leader

The leader says...	not...
What should I do?	What can I do?
I'm choosing to	I have to
What is the priority?	What is most urgent?

How we recognize leaders

- They can disconnect and focus on long term issues
- They can decide the priority of their task list
- They control their own calendar
- They spend time on professional development/self improvement
- They assume responsibility
- They MINISTER

Planning vs Execution



Planning Tactics

- To do list
- Put it on the calendar
- Top 3-6 (the index card)
- Time blocking (ideal week)

Be realistic about how much
you can get done

Ideal Week

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Early morning	4:30 start Quiet time Workout Andrew to school	4:30 start Quiet time Workout Andrew to school	4:30 start Quiet time Workout Andrew to school	4:30 start Quiet time Workout Andrew to school	4:30 start Quiet time Workout Andrew to school	6:00 start Quiet time Take a kid to bfast	6:00 start Quiet time
Before lunch	Content distrib.	Client appointments	Client appointments	Client appointments	Content creation	house projects	church
Early afternoon	Axiom Team Meeting	Client appointments	Client appointments	Client appointments	Clean up from the week	family time	shop time
Late afternoon	Appointment prep	Client appointments	Client appointments	Client appointments	Clean up from the week	family time	family
Evening		mens group	youth group		date night	family time	weekly review

Execution tactics

- Have a plan in front of you
- Don't re-plan, stay in execution mode
- Use flex time
- Close your door
- Be mindful of interruptions, 2-way street
- Ask with intent

4/21/20 August

□ _____
□ _____

□ _____
□ _____

4 ~~Qrt.~~
5 ~~idnhood~~
6 ~~Blood, etc.~~
7 ~~_____~~

8
9

10 ~~_____~~
11 Church Home

12

13 Curry Overstay

14 ⚡

15 ~~flex~~
~~_____~~

16
17
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19
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Calendar Management

- One calendar system for your life
- Schedule the recurring stuff without an end date
- Schedule appointments with yourself
- There are no excuses for missing appointments, **only choices**

Task Management

- Inboxes
 - Projects
 - Next actions (tasks)
 - Review
- One system
 - Always available
 - Do it, put it on the list, put it in the calendar, file it, trash it
 - **Decide later**

Pro Tips

- Use @waiting and the date to track other's promises
- Use @agendas for stuff you need to discuss or delegate
- Planning the day by the hour forces you to be realistic
- Micro planning can overcome procrastination on big projects
- Train people what to expect of you

Your 90 day Priority

- One main priority with 4-5 way points
- 2-3 hours a week
- 13 weeks of focused effort
- Deciding when and where will greatly increase the chance of success
- Be realistic and mindful of when you will be held accountable every week

More Information and Resources

