

# GROWTH MINDSET: 5 STEPS TO MASTERING YOUR TIME

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# 3 TRANSITIONS OF LEADERSHIP

1. Being Led → Leading Oneself
2. Leading Oneself → Leading Others
3. Leading Others → Creating Leaders

= Thriving In Chaos <sup>TM</sup>  
= Delegation Mastery <sup>TM</sup>  
= Legacy Leadership <sup>TM</sup>



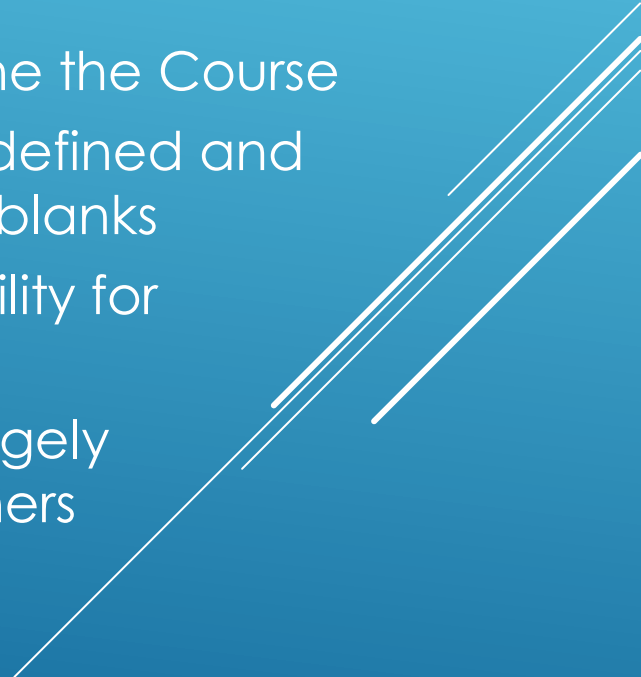


# BEING THE LEADER IS A DIFFERENT EXPERIENCE

## Follower:

- ▶ Course is set for you
- ▶ Success is specifically defined for you
- ▶ Limited responsibility
- ▶ Your results largely in your control

## Leader:

- ▶ You must determine the Course
  - ▶ Success is loosely defined and you must fill in the blanks
  - ▶ Ultimate responsibility for success or failure
  - ▶ Your results feel largely dependent on others
- 



THE AVERAGE MANAGER,  
SUPERVISOR, EXECUTIVE,  
CEO WORKS 72 HOURS PER  
WEEK



# OVERWHELM, DECISION FATIGUE, & BURNOUT



# WHO CONTROLS YOUR TIME?

Customers

Superiors

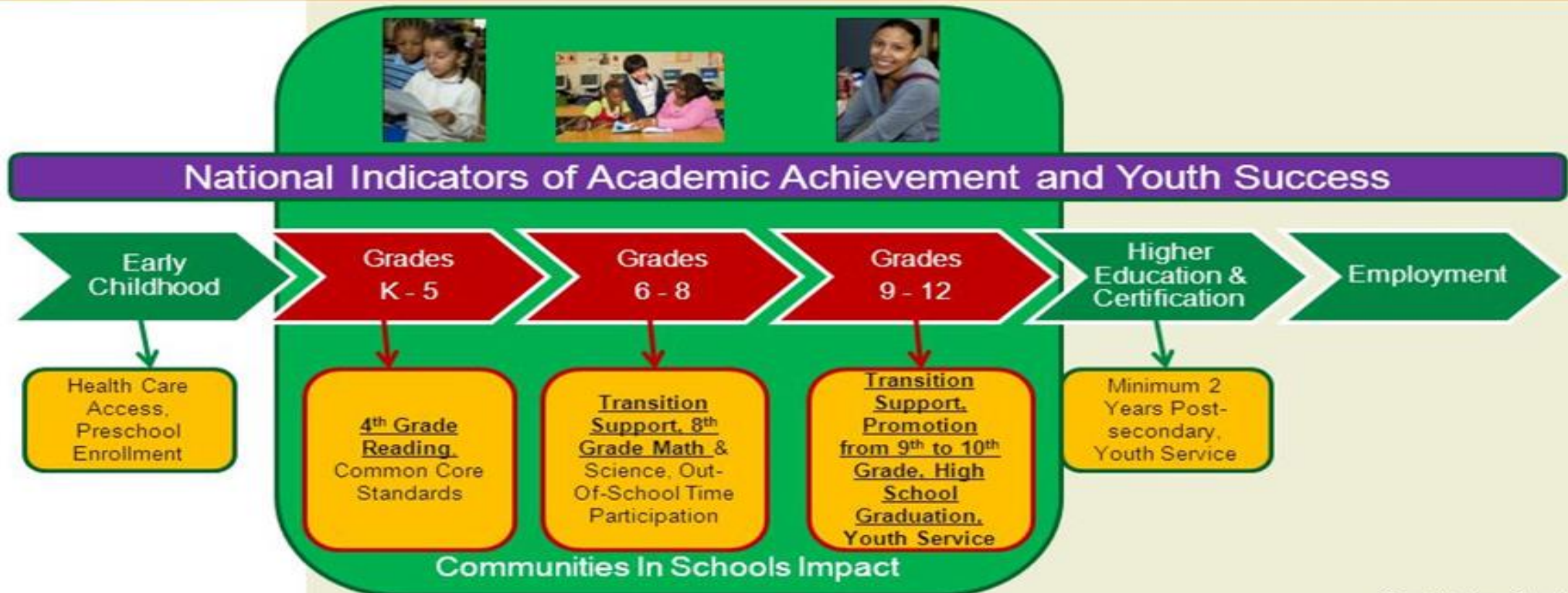


Subordinates

Family and  
Friends




# TRADITIONAL LEADERSHIP PIPELINE



# TIME MANAGEMENT VS. TIME OWNERSHIP

## Time Management: Tactics

1. Priorities are set by others
  2. You must make decisions based on the needs of others
  3. You generally don't have enough time to complete everything that you want to complete
  4. You are normally not a priority
- 

# TIME MANAGEMENT VS. TIME OWNERSHIP

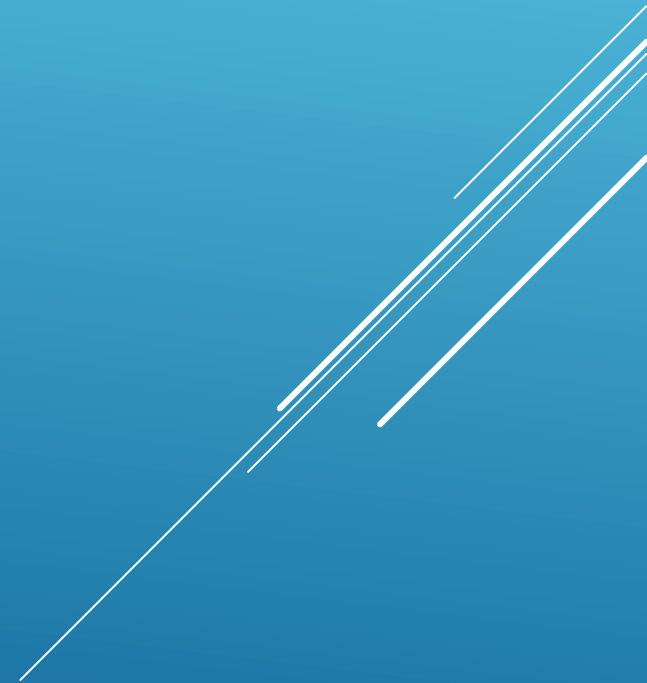
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## Time Ownership: Strategy

1. You set the priorities
2. You schedule those priorities
3. Everything else fits in around those priorities
4. There is always more than enough time to get the priorities done
5. You are always a priority

HOW DO YOU FILL  
YOUR TIME?



- ▶ Define Success
- ▶ Set and Align Priorities
- ▶ Schedule Priorities
- ▶ Handling Interruptions aka Setting and Enforcing Boundaries
- ▶ Sustaining the Transformation

## 5 STEPS TO MASTERING YOUR TIME





# DEFINE SUCCESS





IT'S EASIER WHEN YOU KNOW WHERE  
YOU ARE GOING!

- ▶ Define Success

- ▶ **Set and Align Priorities**

- ▶ Schedule Priorities

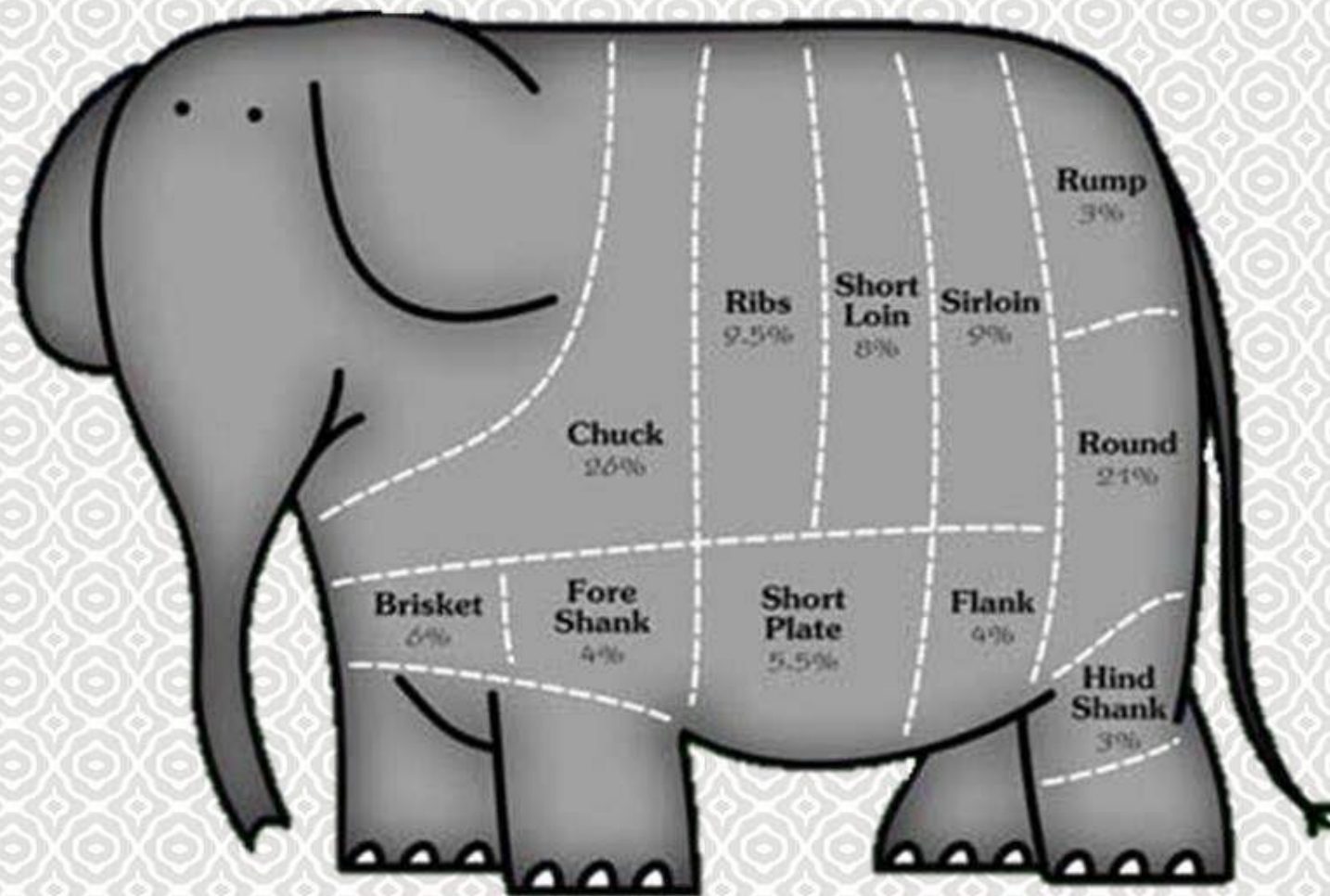
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## 5 STEPS TO MASTERING YOUR TIME







one bite at a time...

- ▶ Define Success

- ▶ Set and Align Priorities

- ▶ **Schedule Priorities**

- ▶ Handling Interruptions aka Setting and Enforcing Boundaries

- ▶ Sustaining the Transformation

# 5 STEPS TO MASTERING YOUR TIME



# IMPORTANCE VERSUS URGENCY

	URGENT	NOT URGENT
IMPORTANT	<p><u>Quadrant I</u> <i>urgent and important</i> <b>DO</b></p>	<p><u>Quadrant II</u> <i>not urgent but important</i> <b>PLAN</b></p>
NOT IMPORTANT	<p><u>Quadrant III</u> <i>urgent but not important</i> <b>DELEGATE</b></p>	<p><u>Quadrant IV</u> <i>not urgent and not important</i> <b>ELIMINATE</b></p>

- ▶ Define Success
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## 5 STEPS TO MASTERING YOUR TIME

- ▶ Delegate
- ▶ Automate
- ▶ Eliminate

- ▶ Distinguish
- ▶ Deliberate
- ▶ Decide

CREATING A SYSTEM FOR DECISION  
MAKING



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