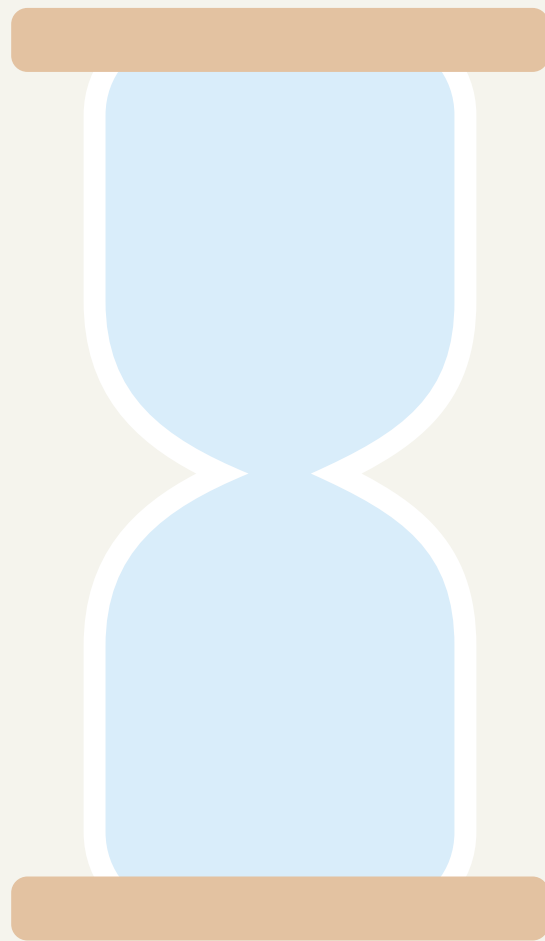


Taking Control of Your Time at Work

Digital Exercise



Naveed Siddiqui



In case you're not familiar with me and my work, let's get acquainted! Here's what you need to know.

I am a leadership coach and future of work advisor. I partner with emerging and forward-thinking leaders who strive to show up authentically for themselves and elevate how they lead others.

I want to re-imagine the way we think about and approach work. From equitable systems to thoughtfully-crafted methods of collaboration, I believe the workplace stands to become more *human*. There is still ample room in our evolving world for ambition, professional growth and meaningful impact through our careers. If we're willing to adapt, to be more intentional about *how* we work, we can create organizations in which people feel trusted, empowered and purposeful. That's the transformation I hope to foster through my work.

Creating a more human workplace, though, means changing the way we lead. Leadership can no longer be driven by dominance, fear and ego as we so often see in organizations; instead, we will need to place qualities like trust, empathy and vulnerability front and center.

I hope my work inspires you to think differently about the way you work and the way you lead. You can find additional resources at naveedsiddiqui.com.

One of my biggest workplace pet peeves is this statement: “I’m SO busy these days I don’t have time to do anything!” Our work culture glamorizes busyness: If your calendar is always full and your workload is overflowing, it must mean you’re pretty important, right? Wrong. That statement, particularly from leaders, signals poor prioritization. It translates as “This is not a priority for me.” At the end of the day, we vote with our time what we consider important.

As a new leader, you might find your calendar overwhelmed with new obligations like performance reviews, budget planning and team meetings. The bad news? Many of these responsibilities come with the territory of being a leader and will need your time and attention. The good news? Ultimately, *you* are in control of how you spend your time. With reflection, setting clear expectations and (ironically) time, you will be poised to give your time to what matters to you and your team.

Below is a breakdown of four categories of time as a leader. These are adapted from the book *One Minute Manager Meets the Monkey* by Hal Burrows, Ken Blanchard and William Oncken. The next two pages feature an exercise designed to help you understand where your time is being spent currently, along with reflection questions that can help you maximize time where you need to.

The Four Categories of Time

Boss Imposed

Time doing tasks delegated by, or in service of, your boss. This could include 1-on-1’s, staff meetings or performing research your boss asked you to.

Team Imposed

Similar to Boss Imposed, but in the other direction. Time directing, developing and supporting your team in their work.

System Imposed

Time within the processes, policies and systems of your organization. Examples include: completing expense reports, interviewing candidates and attending town halls.

Discretionary

Time spent doing the tasks you want to as a leader. This could include researching trends in your industry, optimizing your team’s workflow and setting future strategy.

In the table below, write down the activities you do in a typical week across the four categories of time. Include the minutes spent on each activity. Then, add up the total minutes for each category.

Ex: "Staff Meeting (60)", "Preparing Weekly Summary (30)", "Expense Report (90)"

Boss	Team	System	Discretionary

Total	Total	Total	Total

Reflection Questions

1. What stands out to you about how you allocate your time each week?

2. Where do you have opportunities to gain more Discretionary time?

3. Which activity/activities could you delegate to a direct report? How could you best prepare them to take it over?

4. If you gained more Discretionary time, how would you use it?

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Digital Exercises

Taking Control of Your Time at Work

Unlocking the Leader's Mindset

The Art of the 1-on-1 for Leaders

Building Influence as a Leader

You can find the full Disruptive Leader Toolkit at
naveedsiddiqui.com/toolkit



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