Stop Putting Out the Flame of Effectiveness

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Overview

- Can you truly manage time?
- What does being effective mean?
- How to implement
- Tips for leading effectively
Exercise 1

- If you had 5 hours back in your schedule per week, what would you do with it?
- What if you had 10 hours?
- What do you feel is the biggest eater of your time?
Can you control or change time?
Can you manage time?
The Busy Manager Paradigm
Exercise 2

- What are some avoidance behaviors you do to push off important tasks?
- When an employee or coworker comes to you with a problem, do you answer it for them, or do you work through it with them?
- How do you feel you can better focus on the important tasks?
Time Management Tips

- Do a time study
- Use the wheel
- Set boundaries with employees
- Utilize your calendar
- Manage up and set expectations
What does Effective leader mean?
Focus and Energy

The Focus–Energy Matrix

- Disengagement
- Purposefulness
- Procrastination
- Distraction
The Procrastinators

TOP 10 REASONS TO PROCRASTINATE:
1.
The Disengaged
The Distracted
The Purposeful

The Focus–Energy Matrix

- **Disengagement** (low energy, low focus)
- **Purposefulness** (high energy, high focus)
- **Procrastination** (high energy, low focus)
- **Distraction** (low energy, high focus)

- 20% Disengagement
- 30% Procrastination
- 10% Purposefulness
- 40% Distraction
What to do?

- Purpose and Energy
- Important things
- Focus
- Reflection
- Batch tasks
- Make it a routine/habit
Tips to help you effectively lead

- Treat each employee as an individual
- Actively listen
- Get to know your employees
- Don’t overcommit
- Ask for SMART Requests
- Never stop improving and learning
Being Present

- Listen and don’t anticipate what someone is going to say
- Don’t let your mind drift
- Practice mindfulness techniques
- Plan to be present
Mindfulness Exercise

- Color
- Box Breathing
- Affirmations
Habits

► What habits do you have?
► What are enablers?
► Why do people come up with the best ideas in the shower?
Let’s Review!

- Focus your time and energy on the things that matter
- Manage your calendar and reverse bad habits
- What would you do with an extra 5-10 hours per week?
- Don’t fall into the busyness trap
- Be a purposeful leader
- Listen
Leaders who don’t listen will eventually be surrounded by people who have nothing to say.
“Good leadership isn’t about advancing yourself. It’s about advancing your team.”

— John C. Maxwell
Books for Inspiration

- “21 Laws of Leadership” - John Maxwell
- “Four Hour Workweek” - Timothy Ferriss
- “Getting Things Done” - David Allen
- “The 7 Habits of Highly Effective People” - Stephen R. Covey
- “Lean In” - Sheryl Sandberg
Thank You!

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- “Four Hour Workweek” - Timothy Ferriss