

MAXIMISING YOUR EFFECTIVENESS AS A LEADER



EFFICIENCY IS DOING THINGS RIGHT; EFFECTIVENESS IS DOING
THE RIGHT THINGS

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SELF-REFLECTION

- Who was the worst and best leader you have had? Why? What did they say/do/how did they behave?
- Create a 2 minute daily habit of self-reflection - How did my leadership go yesterday? How would the leader I want to be approach the challenges I face today?

PRIORITISE YOUR WORK

- Do your most important task first – What is your one big thing you must achieve today?
- Understand the value proposition of the work you are doing
- Don't be the bottleneck. Who else needs something from you to enable them to do their work?
- Discuss strategy with the team and communicate the priorities for the business
- Understand your 'why' to beat procrastination
- Take time out to plan the work the night before so you know where to focus your attention
- Diarise and set yourself deadlines
- Break large tasks down into manageable chunks/milestones
- Create routines that work for you
- Focus on one task at a time – The brain cannot multi-task effectively
- Schedule time to look at your inbox
- Remove distractions
- Maximise your effectiveness by doing complex tasks at your best time of the day
- Delegate
- Use the Eisenhower matrix
- Use accountability partners if you need that extra support to keep you on track

DELEGATE FOR SUCCESS

- Learn to let go – deal with your delegation demons!
- Understand delegating helps others to grow
- Delegation is one of the most important skills to learn to be an effective leader
- Delegation promotes personal and organisational growth
- Ask yourself am I creating value for the organisation by doing this task?
- Decide what to delegate, start small until you build trust
- Play to peoples strengths – Is there a specific skill required for the task?
- Communicate clearly to others – start with the end in mind
- Trust the person to get on with the task but check in to make sure they understand
- Allow for questions
- Be patient, your way isn't necessarily the best way
- Give praise and feedback

EMPOWERING OTHERS

- Set clear goals and a vision and help your team understand the part they play
- Communicate regularly! Share information/updates so the team know the bigger picture
- Understand peoples drivers and aspirations
- Acknowledge peoples strengths and contributions
- Give autonomy
- Allow people to find their own solutions – use the leadership ladder
- Role model the behaviours you want to see
- Teach it is okay to make mistakes
- Celebrate success
- Add development to team 1-2-1 agendas

LADDER OF LEADERSHIP

Use the ladder to empower your teams and stakeholders to move to a solutioned focused approach encouraging personal accountability.

Colleague
7. I've been doing...
6. I've done....
5. I INTEND to....
4. I would LIKE to...
3. I RECOMMEND..
2. I THINK..
1.TELL me what to do..

Leader
7. What have you been doing?
6. What have you done?
5. What do you intend?
4. What would you like?
3. What do you recommend?
2. What do you think?
1. Do this.

URGENT/IMPORTANT MATRIX (EISENHOWER MATRIX)

Urgent

Not Urgent

Important

1) Do First

2) Schedule

Not Important

3) Delegate

4) Don't Do