

*Neely*

Everyone deserves a little couch-time.



# Time Management and Planning for Effective Leadership

Dr. Crystal McLeod

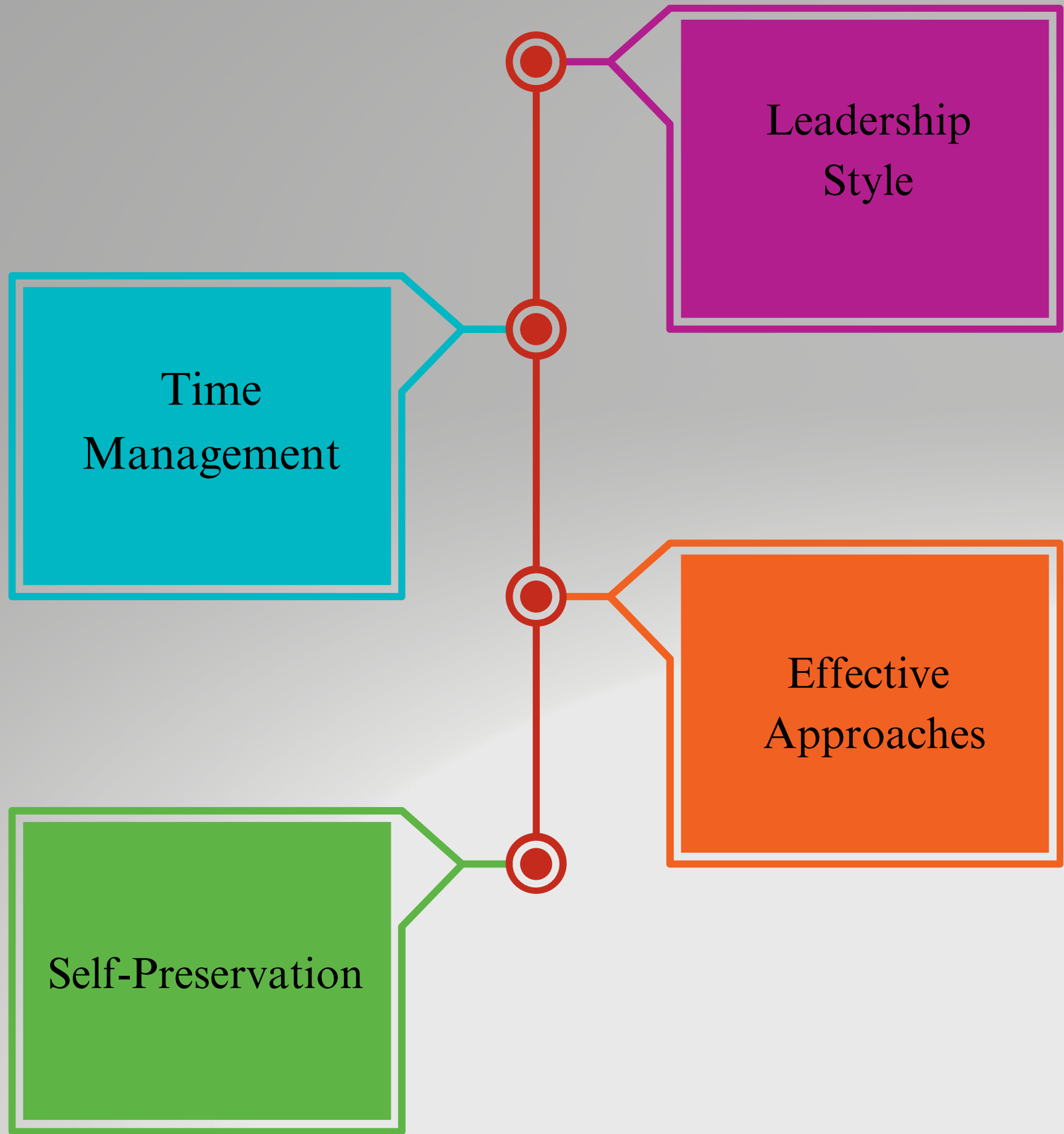


# *Owner Crystal McLeod and Associates*

Crystal McLeod and Associates is a Mental Wellness Consulting Agency that supports small businesses and individuals with their Mental Wellness needs through program development, training and individual therapy services.

## Experience

- Leadership & Clinical Trainer
- Mental Health Therapist
- 14 Years of leadership as an Active Duty Military officer



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**STATISTICS**

FUTURE

DECISION

INFORMATION

PROCESS

BUSINESS

CONTROLLING

FACTORY

SYSTEMS

DESIGN

BUSINESS

SYSTEM

PRODUCTION

ANALYSIS



28% on work emails  
(11 hours)

28% of time is loss due to  
interruptions and multitasking

"A" typical person tries 13 TM Techniques

82% of individuals lack a time  
management strategy

51% percent of tasks spent is not valuable

Leaders spend 72% of time in meetings

2% of people employ Eisenhower Matrix  
1% Pomodoro Approach

56% report not having things under control  
at work

**What is your  
leadership  
style?**



# Laissez-Faire

Characteristics	Benefits	Drawbacks	Effectiveness
Freedom for team to make their own decisions	Faster decision making due to no micro-manage	Lake of role clarity	Encourages personal growth
Team expected to solve own problems	Employees feel they can succeed	Poor involvement with the group	Teams feel you trust them
Hands off approach	Increases employees to facilitate new ideas	Low accountability	Leader invest lots of time in training
Comfortable with mistakes		Passive	Mistakes are seen as springboards and non threatening
Accountability falls to the leader		Can increase conflict amongst team members	

# Authoritarian/Autocratic

Characteristics	Benefits	Drawbacks	Effectiveness A/A Leaders
Team members have little or no input	When there are situations that require quick decisions	Leaders can be viewed as controlling and bossy	Respect Subordinates (be fair, acknowledge the role of team members)
Decisions are made by leaders only	Projects that need strong leadership, efficiency and fast return times	Absence in creativity on a team which could result in resentment	Explanation of the Rules (increases better job performance)
Members of the group may not be trusted with important tasks and decisions	In military, manufacturing or construction type of careers where teams are not stressed about making decisions but carrying out tasks. (Not all positions)	Negative group performance	Be Consistent across the board with all team members
Structured work environment		Increase stress levels of the team members	Educate before enforcing. Help team understand
Task oriented, Results Driven			Listen to your team members even if you make no changes



# Democratic

Characteristics	Benefits	Drawbacks	Effectiveness
Delegation of Responsibility	Encourages creativity	Can lead to procrastination	Gives teams the ability to look at the bigger picture
Empowering the group	Strengthens the relationship of teams	Timely decision making skills & time consuming	Increases the knowledge base of your all team members
Aiding the process of group decision making	Encourages transparency amongst team	Can be poorly defined	High Productivity
Flexibility and adaptable	Increases job satisfaction	Doesn't guarantee the best solution	Increases commitment amongst teams
Is known to be more effective		Team members may question the capabilities of the leader	
		Time consuming	

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**Are you Starved for  
Time?**

# **Sustainable Productivity**

**Be the example**

**Map Out Processes and Use Data**

**Solicit Ideas**

**Help Employees Set Realistic Goals**

# **Reduce Phantom Workload**

**Clarify Mission, Vision Goals Upfront**

**Streamlining Decision Making Processes**

**Identify and Resolve Conflicts**

**Providing Constructive Feedback**



**Four Domains of  
Managing Time**

**Spiritual**

**Mental**

**Emotional**

**Material**



**Key Functions of  
Leadership**

**Mobilizing Commitment**

**Thinking Strategically**

**Building Relationships**

**Organizing For Action**



**Changed Behavior**



**Create the Vision**

**Is it Realistic?**

**Get Support**

**Time Management Strategy**



# Proven Methods Used for Time Management



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# Eisenhower Matrix

**Urgent & Important**

***DO***

**Important, but not urgent**

***DECIDE***

**Not important, but urgent**

***DELEGATE***

**Not important, not urgent**

***DELETE***

# Pomodoro Technique

**Choose Task**

**Set Timer 25**

**WORK!**

**5 min break**

**Repeat 3-4**

**Increase breaks 20-30**



**Delegate**

**Strengths  
Weaknesses**

**WHY?**

**Self-Preservation**

**Step-Away**

**Set Time Limits**

**Solidarity**



**# TAKE**

**CARE OF**

**YOURSELF**

**"It is not the load that breaks  
you down, its the way you  
carry it"**

**-Lena Horne**



- **Online:**

- [www.neelyeap.com](http://www.neelyeap.com) company page
- Live CONNECT
- iConnect You App
- Use your company code from benefits flyer

- **24/7 Hotline: 866-212-6096**

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# Access Your NEAP Benefits



## MANAGER ASSISTSM

*Sometimes managers need some help managing it all.*

As a manager, supervisor or team leader your employer expects you to handle a lot of responsibility at work, while also balancing personal and family obligations. To support you with these challenges

your Manager Assist service is available to provide free, confidential information, referrals and counseling. Support is available on topics including work-life balance, recognizing troubled employees, discussing difficult subjects, workplace transition, handling grievances, stress management, referring employees to counseling, and more.

Your Manager Assist service is a free, confidential and independent resource to help you manage your employees, identify concerning behaviors before they become challenging, and help your team run smoothly overall. Available any time, any day, by phone, email or online.

ALWAYS AVAILABLE, FREE, CONFIDENTIAL ASSISTANCE

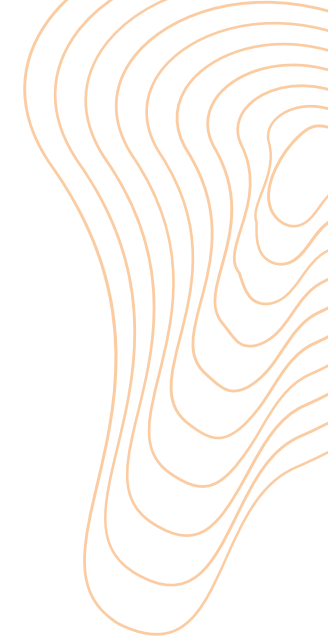
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## Four Domains of Managing Time

# EFFECTIVE LEADERSHIP

## Key Functions of Leadership

