

5 WAYS LEADERS CAN WORK SMARTER, NOT HARDER



Prioritize and Delegate

You need to prioritize tasks, determining whether they are urgent or important. If you are not delegating, you need to start doing so too. Free yourself up by delegating tasks to others that you don't need to do yourself.



Perform Time Audits

Time is a form of currency. How you spend time is your choice though. You need to review how you spend your time regularly. Do an audit and see where your time is being spent. Make course corrections to become more productive.



Make a Stop List

Take a hard look at the work you or your team do. Guaranteed, there are some tasks that can and should be stopped. If it doesn't provide enough value to your end customers or the people doing the work, stop it. Review tasks semi-regularly and add items to the Stop List.



Stop Meeting Madness

No agenda or apparent reason to be there? Then don't go or send someone else to that useless meeting. If you are not going to have an action item, then what is the point of you attending? Move away from the default 1-hour meeting too.



Eliminate Waste to Free Up Capacity and Drive Value

Get out the scissors and cut non-value added tasks. Focus on ways to address improving and eliminating wasted efforts, so you can free up capacity to do more value-added work. Better yet, prioritize ruthlessly and work less.

For more ways to evolve your career, team, or organization be sure to visit our website