



THE TIME LEADERSHIP FRAMEWORK

Freeing Up Time Without
Sacrificing Control





OVERWHELMED?

HERE'S HOW LEADERS FREE UP TIME WITHOUT LOSING CONTROL

Insight

Many leaders struggle to let go of tasks because they fear losing quality or efficiency. However, the secret to effective leadership isn't working harder—it's working smarter. Time is your most valuable asset, and learning to optimise, delegate, and automate will allow you to focus on high-impact leadership decisions while ensuring the work still gets done.



STEP 1: CONDUCT A TIME AUDIT: IDENTIFY HIGH VS. LOW-VALUE TASKS

Why it matters



You can't optimise your time if you don't know where it's going. A time audit will reveal inefficiencies and help you prioritise what's truly important.



How to do it

01 Track your activities for 3-5 days (use a time-tracking app or simple journal). 


Categorise tasks into:

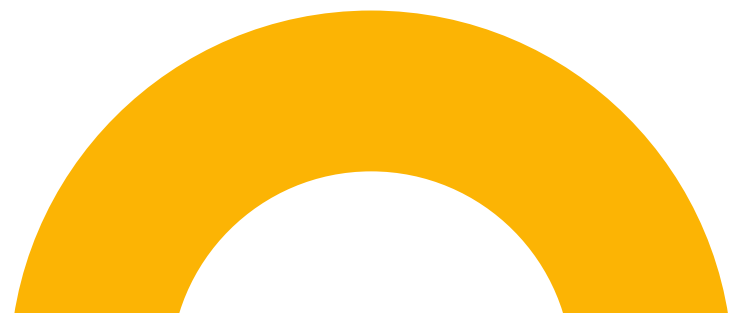
02  **High-Value Tasks:** Strategic decisions, growth planning, leadership development.
 **Low-Value Tasks:** Repetitive admin work, unnecessary meetings, manual processes.



STEP 1: CONDUCT A TIME AUDIT: IDENTIFY HIGH VS. LOW-VALUE TASKS

03 Total the hours spent on each category and identify areas to delegate or automate.

 **Quick Fix:** If you're spending more than 50% of your time on low-value tasks, it's time to **delegate, automate, or eliminate.**



STEP 2: THE 70% DELEGATION RULE: LET GO WITHOUT LOSING CONTROL

Why it matters

Many leaders hold onto work because they feel no one else can do it as well as they can. However, if someone can complete a task at least 70% as effectively as you, it's time to delegate.

How to do it

- 01** Identify tasks that do not require your unique expertise.
 - 02** Choose the right team members based on skill level and growth potential.
 - 03** Set clear expectations and provide guidance, but don't micromanage.
 - 04** Monitor, refine, and trust—delegation is a skill, and it gets easier over time.
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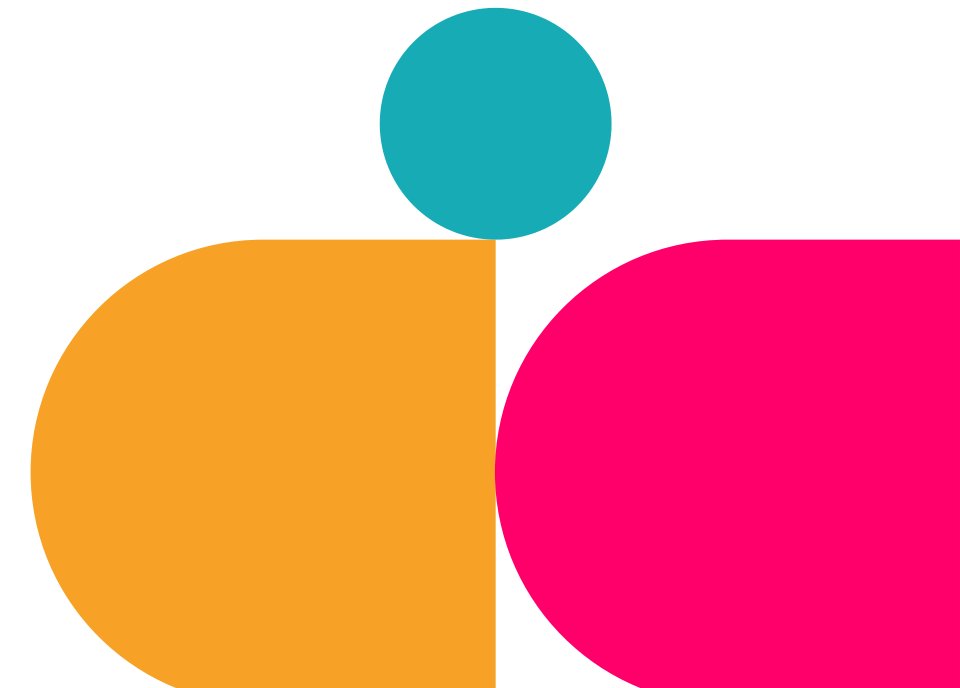


STEP 2: THE 70% DELEGATION RULE: LET GO WITHOUT LOSING CONTROL



Quick Fix:

Use the **“Who Not How”** method:
Stop asking **“How can I do this?”**
and start asking **“Who can do this for me?”**





STEP 3: AUTOMATION VS. ELIMINATION: STOP DOING WHAT DOESN'T MATTER

Why it matters

Not all tasks are worth delegating—some should be completely eliminated or automated to free up time and resources.

What to Automate

- ✓ **Emails:** Use auto-replies, templates, and scheduling tools.
- ✓ **Scheduling:** Use AI-powered calendar tools (Calendly, Google Assistant).
- ✓ **Reports:** Set up auto-generated dashboards for tracking progress.
- ✓ **Payments & Invoicing:** Enable recurring billing & auto-payment reminders.
- ✓ **Workflows:** Use no-code automation tools for approvals, onboarding, and task tracking.






STEP 3: AUTOMATION VS. ELIMINATION: STOP DOING WHAT DOESN'T MATTER

What to Eliminate


- ✗ **Unnecessary Meetings:** Replace with *async updates* or shorter stand-ups.
- ✗ **Manual Data Entry:** Move to automated systems that sync across platforms.
- ✗ **Micromanaging Emails:** Set clear response expectations instead of reacting in real time.

 **Quick Fix:** If you're manually doing the same task more than twice per week, there's a way to **automate** or **eliminate** it.



FINAL THOUGHT: LEAD, DON'T JUST MANAGE



 The best leaders are not the ones doing everything themselves, but those who build systems and empower others to take ownership.

Call to Action:

“Own your time—start leading, not just managing.”

 Book a Strategy Call to reclaim your time [HERE](#)



THANK
YOU

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