

Time Management & Delegation

FOR FRONT-LINE LEADERS — Manufacturing • Construction • Utilities • First Responders

Every hour spent on the wrong work is an hour your leaders aren't leading. **Reclaim your time. Multiply your team.**

What would change if every front-line supervisor reclaimed just 5 hours of high-value leadership time per week? Studies show managers spend up to 50% of their time on tasks that could be delegated, costing organizations an estimated **\$50,000 per manager per year** in lost productivity and missed development opportunities. For every **\$1 invested in delegation and time management training, organizations see significant gains in throughput, retention, and team capability.** This session gives your leaders the Eisenhower Matrix, a 6-step delegation process, and a daily planning system they can use the very next morning.

THE BUSINESS CASE FOR THIS TRAINING

50%

Of a supervisor's time is spent on tasks that could be delegated to team members

23 min

Lost to context-switching each time a leader is interrupted during focused work (UC Irvine)

21%

Higher team productivity when supervisors use structured delegation vs. ad hoc assignment

\$50K

Estimated annual cost per manager of poor time management in lost productivity and rework

Sources: Harvard Business Review • UC Irvine Research • Gallup • McKinsey • SHRM

WHAT YOUR LEADERS WILL LEARN

- ✓ Prioritize using the Eisenhower Matrix — separate urgent from important once and for all
- ✓ Identify and eliminate the top time wasters draining leadership capacity every week
- ✓ Apply a 6-step delegation process that develops people and frees the calendar
- ✓ Build a daily and weekly planning routine that puts leaders in control of their time
- ✓ Manage interruptions, email, and competing demands without losing momentum
- ✓ Use stretch assignments to build team capability and succession depth

What Changes Immediately:

- ✓ Leaders stop doing work that belongs to someone on their team
- ✓ The 15-minute morning planning routine eliminates most reactive firefighting
- ✓ Team members grow faster as delegation becomes intentional development
- ✓ Supervisors gain time for Q2 work that prevents tomorrow's crises

THE EISENHOWER MATRIX

Urgent vs. Important. Every. Single. Day.

Q1	DO NOW	Urgent + Important — crises, deadlines, safety. Minimize.
Q2	PLAN	Important, Not Urgent — strategy, prevention. Live here.
Q3	DELEGATE	Urgent, Not Important — others' priorities. Assign.
Q4	ELIMINATE	Not Urgent, Not Important — busy work. Stop entirely.

Plus: 6-Step Delegation Process, Morning Planning Routine, Interruption Management Guide, Delegation Planning Worksheet

"The impact of their work has been incredible — fostering a new generation of capable leaders. Their curriculum is remarkably specific, addressing our unique organizational needs with precision. I wholeheartedly endorse Rising Tide Solutions."
— Jim Rhodes, SVP, Wayne Brothers Companies

Your leaders won't remember the meeting where nothing was said. **They'll remember the training that gave them the confidence to act.**

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SESSION AT A GLANCE

- 🕒 45 Minutes
- 📍 In-Person or Virtual
- 👥 Front-Line Leaders
- 🏢 Up to 20 per Session

Package Includes:

- Slide deck
- Student handout & worksheets
- Eisenhower Matrix reference card
- Delegation planning worksheet
- Action planning guide
- Complete instructor delivery guide

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