

# The Busy Leader's Guide to Time Management & Delegation

*Practical Tips to Boost Focus, Build Confidence, and Lead with Impact*

Implementing these strategies can lead to improved organization and intentionality in daily operations. Consider adopting one or two methods to start experiencing positive changes.

## 1. Simplify Your Priorities with the "Big Three" Method

Identify the **3 most important tasks** to accomplish each day. Focus on high-impact activities that drive progress.

- **Why it Works:** This method helps cut through overwhelming to-do lists, allowing focus on what truly matters.
- **Action Step:** Begin each day by listing your "Big Three" and tackle them during peak productivity times.

For more on effective prioritization, consider reading [10 Time Management Tips ... To Increase Daily Productivity](#).

## 2. Time-Blocking to Protect Your Focus

Allocate specific time slots for focused work and personal breaks to prevent a cluttered schedule.

- **Morning Focus Blocks:** Reserve 90-minute periods for high-priority tasks.
- **Buffer Time:** Include 10–15 minutes between meetings for reflection and preparation.
- **Breaks for Energy:** Schedule short breaks to maintain energy levels.

Learn more about time management techniques in [6 best time management techniques for effective leadership](#).

## 3. The "Delegate SMART" Framework

Enhance delegation skills with the SMART approach:

- **S – Select the right task:** Delegate tasks that don't require your specific expertise.
- **M – Match to the right person:** Assign based on team members' strengths.
- **A – Articulate clearly:** Provide explicit instructions and deadlines.
- **R – Review progress:** Monitor without micromanaging.
- **T – Trust but verify:** Allow autonomy while ensuring accountability.

For deeper insights into effective delegation, read [How Organizational Leaders Can Delegate Effectively](#).

## 4. Quick Wins to Boost Productivity and Confidence

- **End-of-Day Reset:** Dedicate 10 minutes to organize tasks for the next day.
- **Decision Filters:** Evaluate if a task requires your input or can be delegated.
- **Celebrate Small Wins:** Recognize progress to build momentum.

## 5. Strategies for Executives with ADHD

Understanding and addressing the challenges faced by executives with ADHD is crucial for effective leadership.

- **Establish Routines:** Create consistent daily schedules to reduce decision fatigue.
- **Break Tasks into Steps:** Divide large projects into manageable parts to prevent overwhelm.
- **Leverage Technology:** Utilize tools like project management software to stay organized.

Explore more strategies in [ADHD in Executives: Build Performance and Resilience](#).