

The LEAD-Time Process

The LEAD-Time Process: A Key Planning and Prioritizing Strategy

Effective leadership involves doing the right things while efficient management involves getting the right things actually done! Keeping those two key thoughts in mind results in the following two acronym-based time management processes:

- **A. LEAD-Time:** The goal setting and priority planning process of **selecting the right things to do**
- **B. Lead-TIME:** Managing the how of **getting the right things done**

LEAD-Time: The Time Leadership Process

Selecting the right things to do:

As indicated in the following LEAD-Time acronym, there are four key steps in this initial aspect of the time leadership process. The first step is to list your most important personal, professional, and organizational priorities. The next step involves estimating the time, energy and resources required to meet those priorities. Once you have estimated the time that you will need then allocate blocks of time during the week to address your priorities. Then determine your priority tasks for the week and mark them in your planner.

The LEAD part of the LEAD -Time Process

List your most important priorities

Estimate the time required to meet these priorities

Allocate blocks of time each week to address your priorities

Determine your priority tasks for the week

The following bullet points might help guide this initial step in the process.

List your most important personal, professional, and organizational priorities

- ✓ Base your priorities on your vision, values, and goals
- ✓ Review and revise your goals at key times throughout year
- ✓ Limit the number of priorities that you list

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Estimate the time, energy and resources required to meet these priorities

- ✓ Consider the time, human, fiscal and technical resources required to reach your priorities
- ✓ Build in extra time when estimating new or complex tasks
- ✓ If approval from superiors or committees is required build in extra time

Allocate blocks of time each week to address your priorities

- ✓ Use your paper/digital planner to block in this time
- ✓ Select time periods that you can realistically expect to focus on your priorities
- ✓ Try to schedule quality time for your personal, professional and organizational priorities

Determine your priority tasks for the week

- ✓ Carefully review your priorities and determine your key tasks
- ✓ Record your key tasks in your planner
- ✓ Make a personal commitment to complete these key tasks

B. LEAD – TIME Process: The Time Management Process

Getting the right things actually done:

The following four steps can help you facilitate the management of your time. Based on your major priorities, prioritize the tasks that you have selected to complete. Indicate when each task can be completed and note it in your planner. Then manage the task completion process and take the time to evaluate how effectively you are managing your time.

The TIME part of the Lead-TIME Process

Take time to prioritize your tasks

Identify when each task can be completed and note it in your planner

Manage the task completion process

Evaluate the management of your time

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Some helpful ideas on how to address each of the above steps are presented under the acronym Lead-TIME:

Take time to prioritize tasks based on your major priorities

- ✓ Keeping your major goals and priorities in mind, identify your key tasks
- ✓ Prioritize the list based on the urgency and importance of each task
- ✓ If possible, delegate, delay or delete tasks that do not merit your attention

Identify when each task can be completed and note it in your planner

- ✓ Allocate a timeslot based on your analysis of the time to complete each task
- ✓ When estimating new tasks, take the time to consider the time and energy required
- ✓ Be realistic when assigning timeslots

Manage the task completion process

- ✓ Use technology to facilitate task completion
- ✓ Organize desk, equipment and files to facilitate action
- ✓ Coordinate your work with secretary and support staff to enhance efficiency
- ✓ Take breaks to maintain focus and energy

Evaluate the management of your time

- ✓ Record the key tasks that you complete
- ✓ Note uncompleted tasks and record them in your task list
- ✓ Reflect on means to enhance your time management
- ✓ Celebrate the work that you are doing and the progress that you are making

Some Thoughts on the Lead-Time Process

As the the personal, professional, information technology and organizational components in the [Time Management Practices Self-Evaluation Questionnaire](#) highlighted, how you plan and manage your professional and organizational time can have a major impact on the amount of time you have for your personal and family life. The key is finding the balance among these components. It is at this point that one can note the vital importance of building leadership capacity in a school or centre, as the degree to which the many different tasks that arise can be effectively delegated will have a major impact on both your personal and professional time management. Hence, building leadership capacity should be viewed as a very important personal and professional priority. Hopefully, the ideas and skills shared in this website will facilitate the building of such leadership capacity.