



Finding Time
Fulfilling Purpose

MANITOBA'S CONFERENCE FOR LEADERS | MAY 6, 2024 | PRESENTED BY QNET

Building Your Leadership Practice: Making Intentional Time & Space to Lead

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The Side of Your Desk Trap

- People Leadership isn't something we do off the side of our desks when we have time or when there's an emergency.
- This leads to:
 - Missed opportunities to proactively develop a team
 - Rushed decisions
 - Lack of connection
 - Burnout and stress



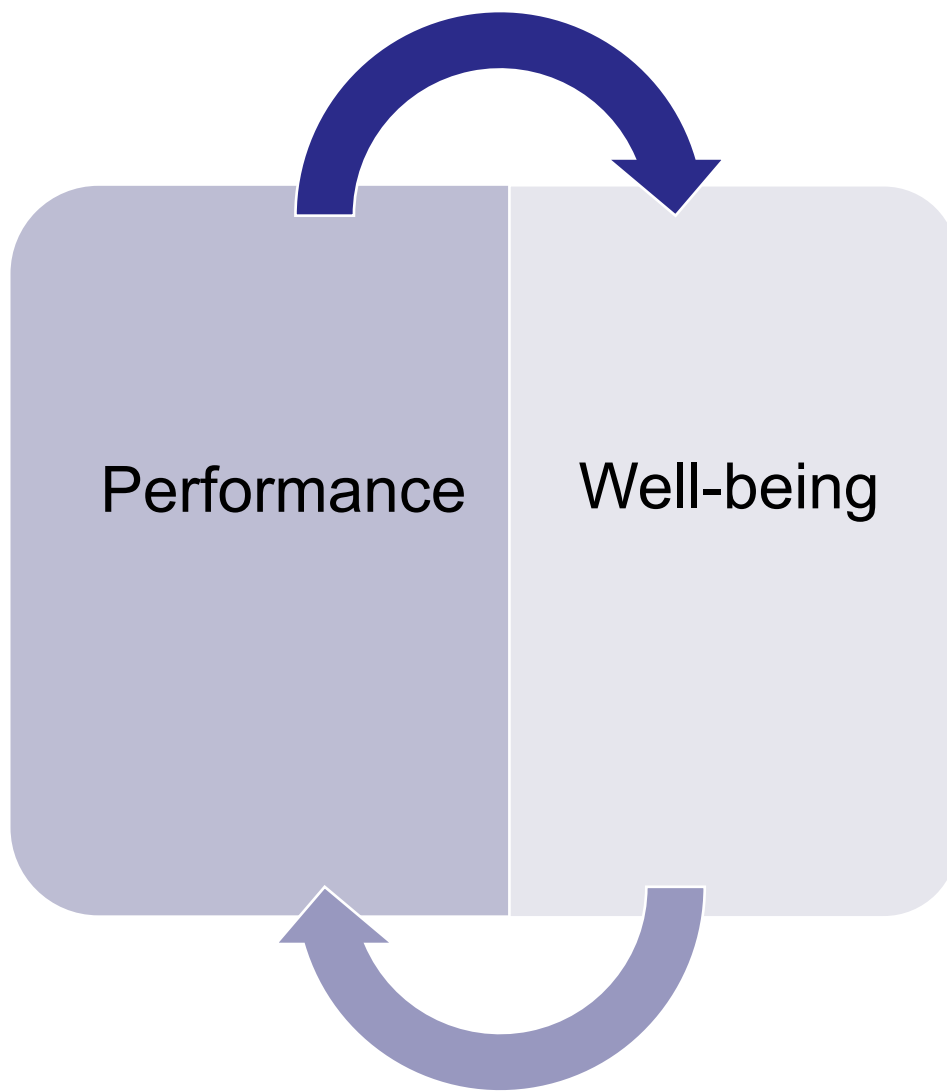
Leadership requires your time and attention:

- Intentionally setting expectations
- Performance feedback conversations
- Giving recognition
- Playing to strengths
- Coaching and employee development
- Leading through change
- Building relationships and building engagement

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Create your Rituals for Focus

- Create a personal ritual to start your leadership work time
- Examples: reflection, journaling, setting intentions for the session
- This signals to your mind and team you are in "leader mode"

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Understanding your productivity peaks

- When do you do your best work?
- Deep work versus collaboration and connection work.
- What practices support leveraging your productive time?

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What are your leadership values?

- What leadership qualities do you value most?
- What qualities do you endeavor to demonstrate with your team day in and day out?
- What values, guide the way you behave, make decisions and build relationships with your team?



What practices do you already have in place?

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Make Time to Lead

- Everything you need to do to maintain and/or build engagement and increase performance will require your time and attention.

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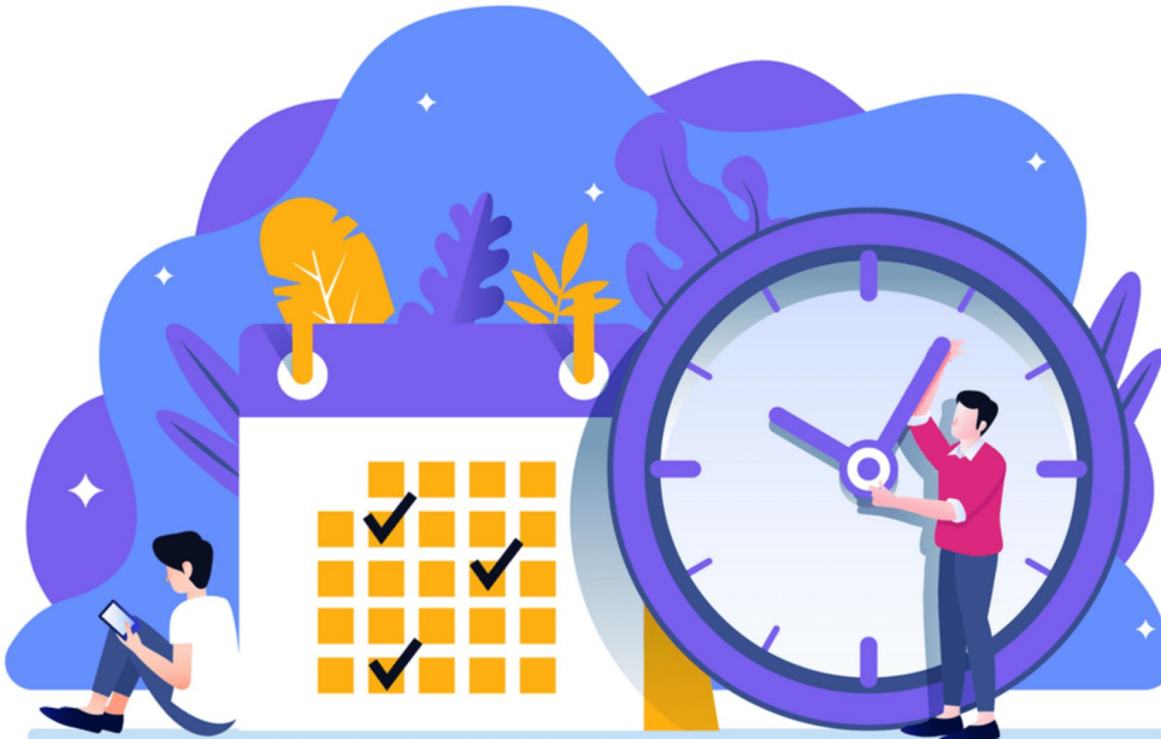
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Schedule Time to Lead

Great leaders do two things consistently when it comes to their role as a people leader:

They Reflect &
They Experiment



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Weekly Reflection Questions

- Who needs coaching right now? In what specific areas?
- What do you want to achieve through coaching and feedback with this employee?
- Who's knocking it out of the park in terms of performance?
- Is there a tough conversation you've been putting off?
- Who has capacity and can take on more?
- What can you delegate?
- What trends are you noticing with individuals or the team with monthly 1:1's/or pulse data?
- Who needs a check-in right now?
- What challenges or changes do you need to get in front of with your team?

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Setting your Own Boundaries

Learn to politely decline interruptions during leadership work time.

Communicate your availability to your team for urgent issues.



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Check-ins for Relationship Building:

- Consistent, scheduled one-to-one meetings with team members
- Focus on listening, support, and growth – not just task delegation
- Builds trust and allows proactive identification of potential obstacles



Feedback Loops for Growth:

- Normalize regular, constructive feedback - both giving and receiving
- Frame it as an opportunity for development
- Create a culture where feedback flows in multiple directions



QUESTIONS/PROMPTS:

1. Have you ever felt like you're in a constant state of putting out fires as a leader? Can you relate to the feeling of having leadership responsibilities squeezed in amongst other tasks?
2. Take a moment and think about your own schedule. Is there room to start small, maybe even 30 minutes per week, purely focused on leadership work?
3. Do you have any rituals you use to get ready for a big meeting or presentation? How might you create a simple ritual to shift your mindset into 'leader mode'?

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QUESTIONS/PROMPTS:

4. Saying 'no' can be tough, especially with pressing deadlines, but it's a skill worth building. Who feels confident in setting boundaries to protect their work time? Share your 'how'!
5. Think about a time you received feedback that truly helped you grow. What made it so effective? How can you create a similar environment for your own team?



CASE STUDY:

Prairie Peak Consulting

Scenario: Prairie Peak Consulting is a small but growing Winnipeg-based firm specializing in project management and training for the non-profit sector. Its founder and lead consultant, Sarah, is passionate about their mission. However, Sarah feels increasingly stretched thin. She often works late hours, finds herself multitasking throughout meetings, and feels like leadership tasks and team development are getting pushed to the back burner. She knows she hasn't gotten enough face time with the team lately and she has missed communicating some important updates and context with the team.

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CASE STUDY:

Prairie Peak Consulting

GROUP 1:

1. **Put yourself in Sarah's shoes:** What do you think might be some of the key challenges Sarah is facing as a leader?

GROUP 2:

2. **The Cost of inaction:** If Sarah continues her current work patterns, what are some potential consequences for her, the business, and her team?

GROUP 3:

3. **Applying the practices:** Let's choose 2-3 of the leadership practices we discussed. How could Sarah implement these to address her situation? What might the first steps look like?

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Make Time to Lead

Spend just as much time planning to reach your people goals as you do any other goal or project on your plate.

Everything you accomplish is accomplished through your people. They are your best investment in getting things done and having an impact in your business.

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Why build in reflection time and rituals that work for you?

The best way to work on 'us'
is to start with me.

- Crucial Conversations

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Key Takeaways

1. Intentional Leadership is an investment not an afterthought
2. Relationships are the foundation of effective leadership
3. Boundaries protect your leadership focus

RESOURCES:

- **BOOK:** Atomic Habits
- **BOOK:** Mastering the Rockefeller Habits
- **BOOK:** Crucial Conversations
- **BOOK:** Start with Why
- **PODCAST:** Relationships at Work - The Leadership Mindset Guide

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