

Managing Your Practice, Leading Your Team



How Are You Spending Your Time? Checklist

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Think about your day and how you spend your time. When you are interacting with things, you are spending your time managing; when you are interacting with people, you are spending your time leading.

Look at the checklist below. Put a check mark next to the activities that you do most often during a typical day. Then consider, are you spending more time on management activities, leadership activities, or a combination of both.

Management Activities		Leadership Activities	
<input type="checkbox"/>	Filling out forms.	<input type="checkbox"/>	Coaching employees.
<input type="checkbox"/>	Completing paperwork.	<input type="checkbox"/>	Conducting interviews.
<input type="checkbox"/>	Taking inventory.	<input type="checkbox"/>	Training new employees.
<input type="checkbox"/>	Ordering supplies.	<input type="checkbox"/>	Conducting a staff meeting.
<input type="checkbox"/>	Managing office space/equipment.	<input type="checkbox"/>	Communicating with team members.

While it is essential to complete management activities, when you focus on leadership activities it causes the people who work for you to feel differently about you, their environment, their work, their future, their team, and their job. Those inputs directly transform into outputs like engagement, effort, retention, performance, and quality of care and service.