

As a team leader, how will you plan your time in 2019?

If busy is the new 'norm', how you spend your time is an important decision. Use our Hargraves Planner to help select your priority areas for time blocks.

“Time is the scarcest resource and unless it is managed, nothing else can be managed.” Peter Drucker

	Smaller	Bigger			Significant
What you achieve, outcomes & value	Problem solving	Decision Analysis	Critical Thinking	Data Analytics & Design Thinking	Innovation and change
	One to one	One to few & many			Team to team
What you read & write	Messenger & chat apps	Social tools: Yammer, MS Teams, Slack, Workplace by Facebook	Email	One pagers & summaries	Reports & papers
	One to one	One to one	One to a few	One to many	Team to team
What you say & hear	Everyday casual conversations & quick chats	One on one (difficult) conversations	Meetings, conference & video calls	Presentations & stories	Negotiations
Frequency	Minutes & hours	Days & weeks			Weeks & months