

# Take Your Leadership And Time Management Skills To The Next Level

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## Optimizing Leadership and Time Management Skills



# Leadership Topics:

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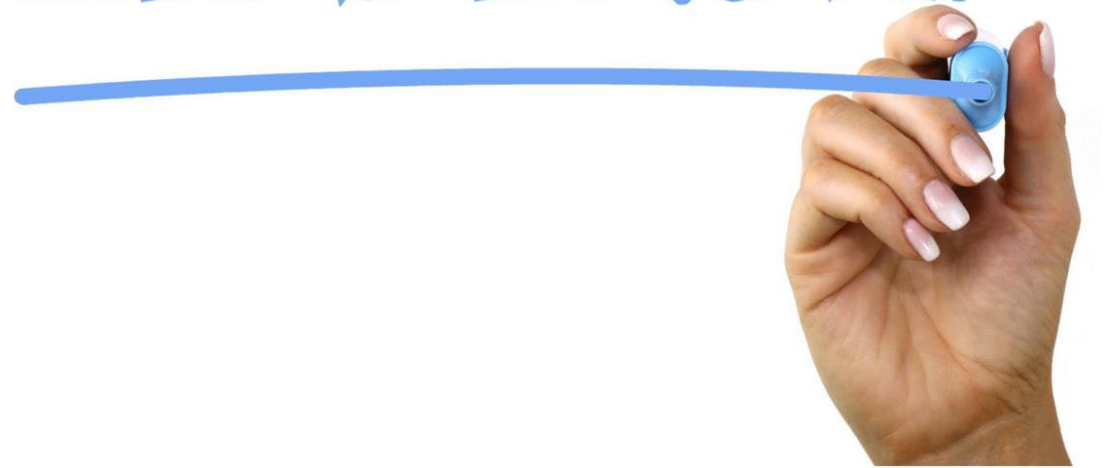
- *Self-Leadership*
- *Communication Do's & Don'ts*
- *Healthy Culture & Team Building*
- *Forward Thinking & Strategic Delegation*
- *Conducting Productive Meetings*
- ***Time Management & Proactive Planning***



## Defining Leadership

- Take a moment to think about the best leader you've ever had (boss, coach, etc).
- What word or phrase comes to mind when you think of this person?

LEADERSHIP





# Self-leadership:

- Leadership vs. management: What's the difference?
- Growth vs. fixed mindset: What are you modeling for others?
- Self-awareness: How are you doing?
- Goal: How do you empower future leaders?





# Aspiring towards Level 5 leadership

- Humility
- GRIT (*guts, resilience, initiative, tenacity*)
- Growth mindset
- Big picture thinking
- Hiring / training for the future

***Our goal as leaders of is to encompass all 5 levels.***

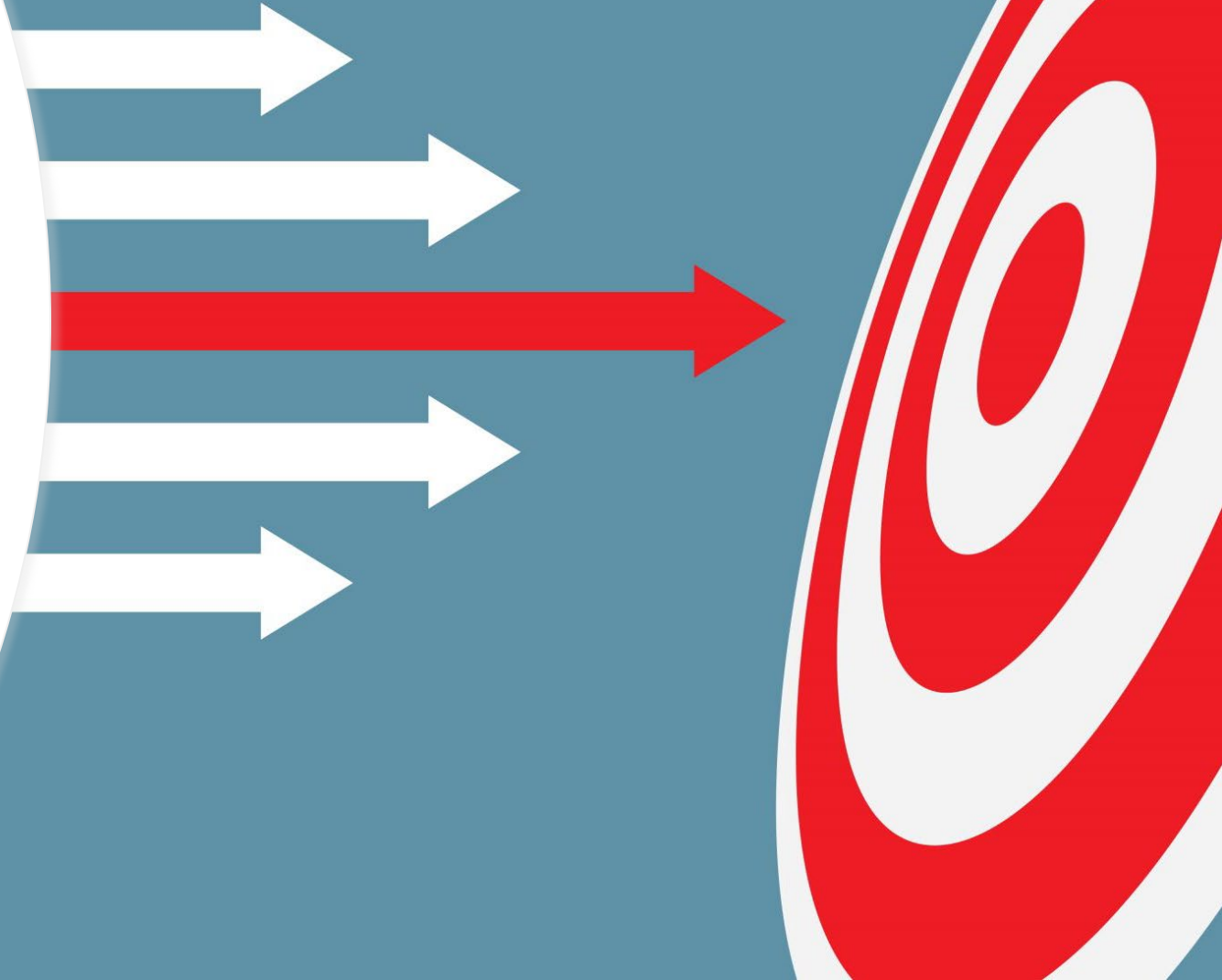


# Primary leadership goals:

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- Duplicate yourself
- Empower & grow other leaders
- Inspire those around you

“Self-leadership *a/ways* precedes team leadership” -Michael Hyatt



# Communication Do's & Don'ts

*Building Trust*



# Three C's of Communication for Leaders:



**CLARITY**

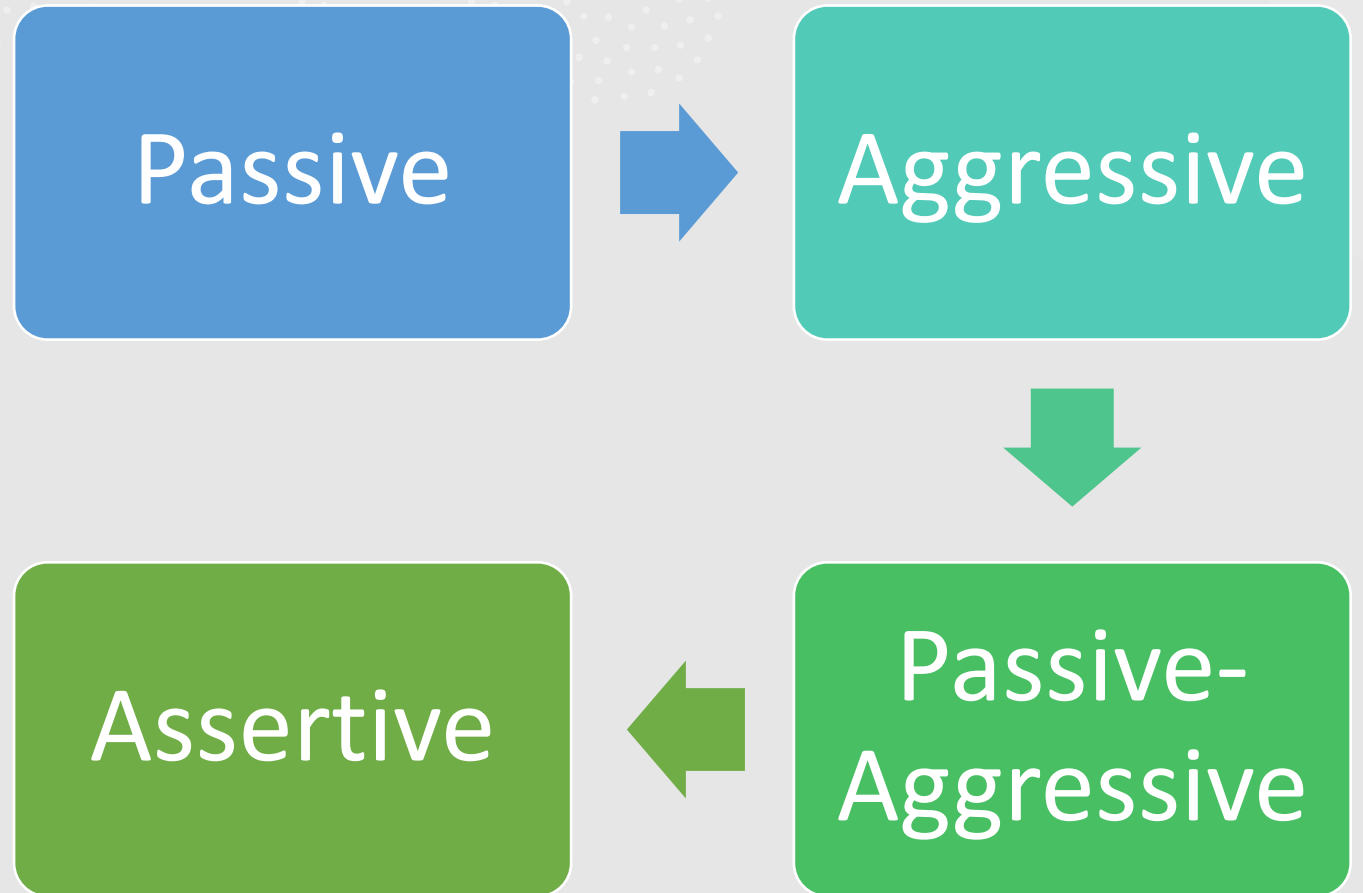


**CANDOR**



**CONSISTENCY**

# Four main workplace communication types



# Passive communication type

## Typical traits:

- “Yes” people
- Appear easy-going
- Often avoid eye contact
- Apologize frequently
- Speak softly

## Communication tips:

- 1-to-1 interactions are best
- Address them directly & specifically
- Ask open-ended questions
- Avoid loud or abrupt interactions with them



# Aggressive communication type

## Typical traits:

- Often interrupt others
- May lack respect for (or awareness of) personal space
- Intense eye contact
- Aggressive body language
- Openly express thoughts & feelings

## Communication tips:

- Be calm but assertive
- Be prepared
- Hold your ground with confident body language
- Keep things professional
- Walk away or set boundaries as needed

## Passive- Aggressive communication type

### Typical traits:

- Often use sarcasm
- Often use denial
- May pretend to be happy or content when they're not
- Martyr complex

### Communication tips:

- Make clear & specific requests
- Hold them accountable with deadlines
- Confront negative behaviors
- Ask for feedback

# Assertive communication type

## Typical traits:

- Natural team builders/ often put others at ease
- Collaborative/ motivating to others
- Friendly eye contact
- Open body language

## Communication tips:

- Encourage idea sharing
- Provide leadership opportunities
- Use 1-on-1s to learn what motivates/ inspires them
- Intentionally develop them as future leaders

# Breakout chat

- Which communication type are you?
- Which type do you find it most difficult to interact with?
- Share ideas for improving your communication with difficult interactions.





# Healthy Culture

- What does a “healthy” culture look like?
- How do you “build” your team to maintain a healthy culture?

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# DEFINE YOUR CULTURE

01

Vision (Word  
picture of your  
future  
business)

02

Mission  
(Purpose for  
existing)

03

Core Values  
(Parameters of  
business)

04

Organizational  
Structure  
(Aligns with  
goals)

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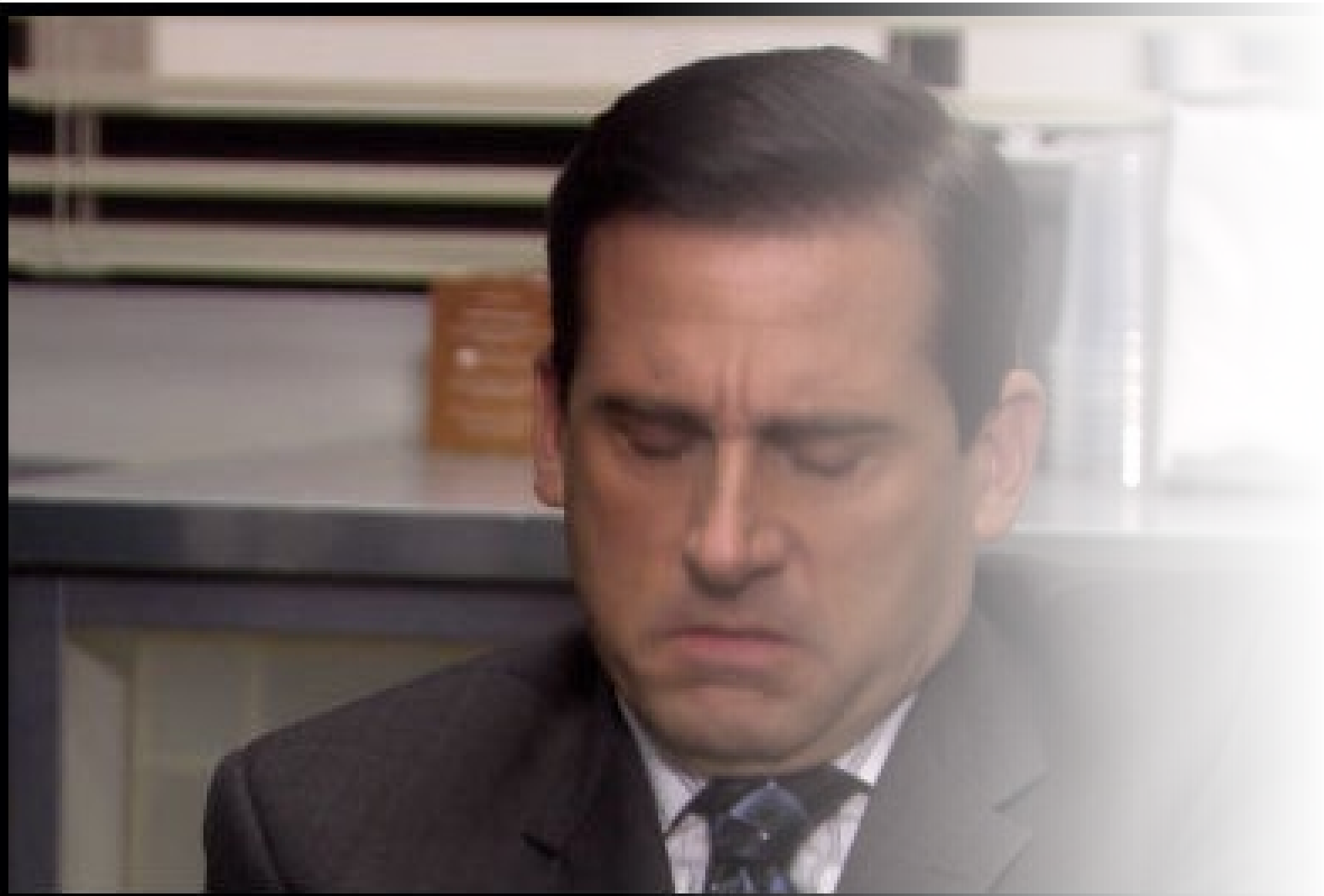
# Group discussion

- What is the connection between team building, healthy culture, and productivity in the workplace?
- How have you seen a direct correlation between healthy culture and optimal team performance?
- How are you ensuring team building and healthy culture with hybrid and remote teams?

# Meetings

Are they worth my time or not?





What makes meetings feel like you might possibly *die* if you must remain in them for another minute?

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Open discussion

**This is the worst.**

i cant look at your face i want to smash it.

# Key Components of Effective Meetings



Clarity of objectives with agenda



Define expectations / intended goals in advance



Maintain structure (stick to agenda & specified timeframe)



Create actionable next steps (someone needs to take detailed notes)



Assign responsibility & expected completion timeline for each action item (designate a detailed note taker)



Establish accountability (When will follow-up be expected?)



End with brief recap to ensure everyone is on the same page



Leave time for “small stuff” (Don’t forget the human element.)



# Effective Time Management

*Tips and Tricks*





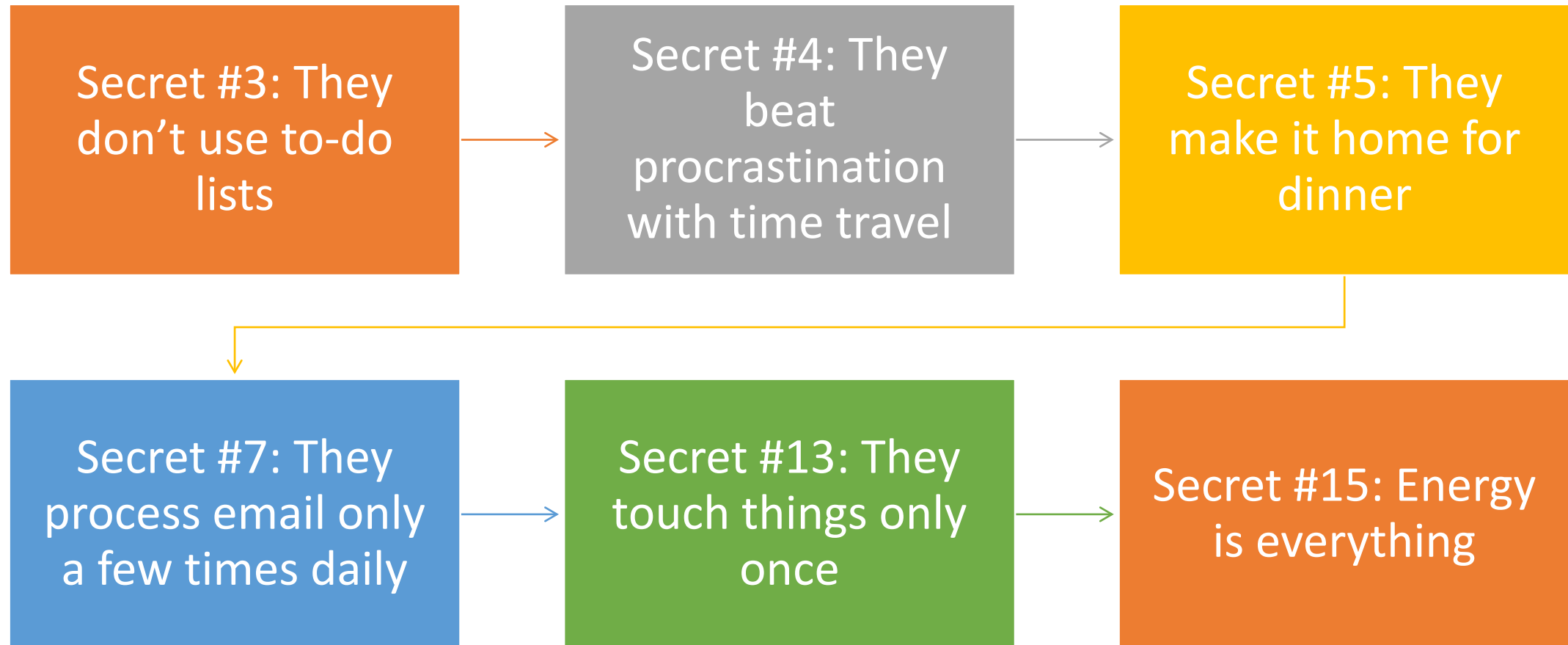
A hand in a dark suit sleeve holds a thin pin horizontally, poised to pierce a large, shiny orange balloon. The background is a clear blue sky. The balloon is on the left side of the frame, and the hand is on the right side.

# Leadership Roadblocks Neighbor Chat

*How do you tend to self sabotage?*



# Top Time Management Secrets



# Secret #3: They don't use to-do lists

Throw away your to-do list

Instead schedule everything on your calendar. (*It turns out only 41% of items on to-do lists are ever actually done*)

Undone items lead to stress & insomnia (Zeigarnik effect)

Highly productive people put everything on their calendar & then live by that calendar.

Set your day up in 15 or 30-minute time blocks

*"It sounds like a pain, but doing this will set you up in the 95<sup>th</sup> percentile..."* –Jordan Harbinger

## Secret #4: They beat procrastination with time travel

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Your future self can't be trusted (remember when we talked about ways we tend to self sabotage??)

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We are human & therefore inconsistent; our subconscious mind tends to talk us out of what we know we need to do.

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We have to outsmart ourselves through proactive planning

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Ask yourself regularly: What can I do *now* to ensure that your future self follows through and/or does the right thing?

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Anticipate how you will self-sabotage in the future & come up with a solution to defeat your future self.

# Secret #5(&15): They make it home for dinner & Energy is everything

Highly successful people know what they value in life & they set boundaries accordingly.

Yes, highly successful people are often “A” players and, therefore, value work. But they also know what *else* they value (these are the things that revitalize our energy for optimal work productivity).


Identify what you value in addition to work & allocate your time accordingly.

They divide the 1,440 minutes a day to give time to *all* of the areas they value

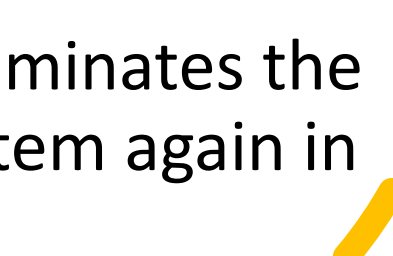
*“There is always more to be done, more that should be done, always more than can be done.”* –Andy Grove (Intel)

## Secret #7: They process email only a few times a day



A large orange circle is positioned on the left side of the slide, partially cut off by the edge. It contains the text 'Secret #13: They touch things only once' in white.

## Secret #13: They touch things only once

- Highly successful people avoid the temptation to procrastinate undesirable tasks by striving to deal with it only once
  - If an item or task requires less than 5-10 minutes, whatever it is, they'll deal with it immediately
  - Doing this reduces stress because it won't be nagging at you from the back of your mind (Zeigarnik effect)
  - Improves efficiency because it eliminates the need to re-read or evaluate the item again in the future
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- A series of four yellow curved dashes are located in the bottom right corner of the slide, arranged in a slightly upward-curving sequence.





## Additional Secrets:

- Secret #1: Focus on minutes, not hours
- Secret #2: Focus on only one thing (MIT)
- Secret #6: Use a notebook
- Secret #8: Avoid meetings at all costs
- Secret #9: Say “no” to almost everything
- Secret #10: Follow the 80/20 rule
- Secret #11: Delegate almost everything
- Secret #12: Theme days of the week
- Secret #14: Practice a consistent morning routine

# Application activity

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- Identify your biggest area of frustration with your time management
- List at least 5 things you've tried previously that have *not* worked for you
- Note your best guess about why these things have not worked for you.
- Answer the following question: Which 3 time management strategies discussed today do you think would help you most if you commit to applying them?
- Choose 1 strategy per month from May-September that you are committing to apply.
- Decide how you will be held accountable to these commitments and share it with someone near you. (Perhaps someone here today is your new accountability partner!)

# *Leadership Edge*

Aspiring to new heights



# Where do you & your team most need to grow your *Leadership Edge?*

- Rate yourself in each area on a scale from 1-10 (10 being highest)
- Choose the area you most want to improve
- Choose the area you most want to focus on improving with your team
- Set a SMART goal to achieve in Q2

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Questions?



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