

TIME SAVING TIPS FOR BUSY BUSINESS LEADERS

01 TRUST AND DELEGATE



We've all been guilty of being too worried or 'busy' to delegate. However, there are probably quite a few tasks you're still doing even as a top leader or owner that someone else can be trusted to take on instead. Do you have to attend that meeting or can someone else? Do you have to sign off that flyer? Is it worth your time to do your own accounts?



AUTOMATE IF YOU CAN

02

You can automate such a huge array of tasks these days it can be overwhelming. List out the top 10 things that drain your time and sort them into two lists; those that have the potential to be automated, and those that don't. Comms, marketing, payroll, accounting, analytics...there will be things you can automate, varying from quickly to eventually, costing very little or a significant amount.

03 EMBRACE FLEXI-TIME



Flexible working is no longer an alien concept. If you find yourself spending the morning unfocused only to kick into gear a few hours later, change up your day. There is rarely a need to be available during specific times every day - flex in response to your own productivity and see if you get more done.



DO SOME GROUNDWORK

04

It's a good idea to create self-serve guidelines and knowledge banks - particularly if you spend a lot of time responding to the same queries day in day out - from your team, or customers. Guides, FAQs, templates, databases, handbooks, chatbots - these can all pick up the most popular questions without you being involved.

05 FIND YOUR FOCUS



If your work environment has changed recently, the habits or conditions you used to have or need to focus may have been broken. Sound cancelling headphones and white noise apps can be good for those who get distracted by silence, for example, while creating virtual offices by having your team logged into a video call all day can bring back a sense of shared motivation. Try a few things and see what works.