

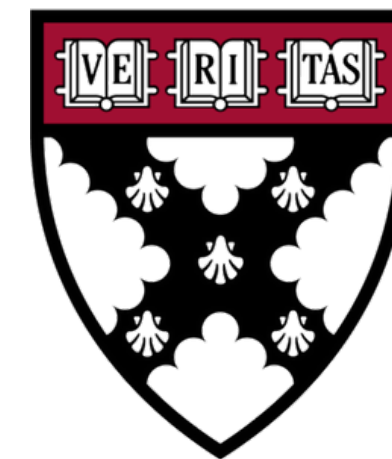
TIME MANAGEMENT TIPS FROM CEOs



6 Time Management Tips from CEOs

Harvard Business School is among the world's most trusted sources of management education and thought leadership.

We took inspiration from their study on the behaviours of a range of 27 top-performing CEOs, tracked over 60,000 hours, across a three month period.



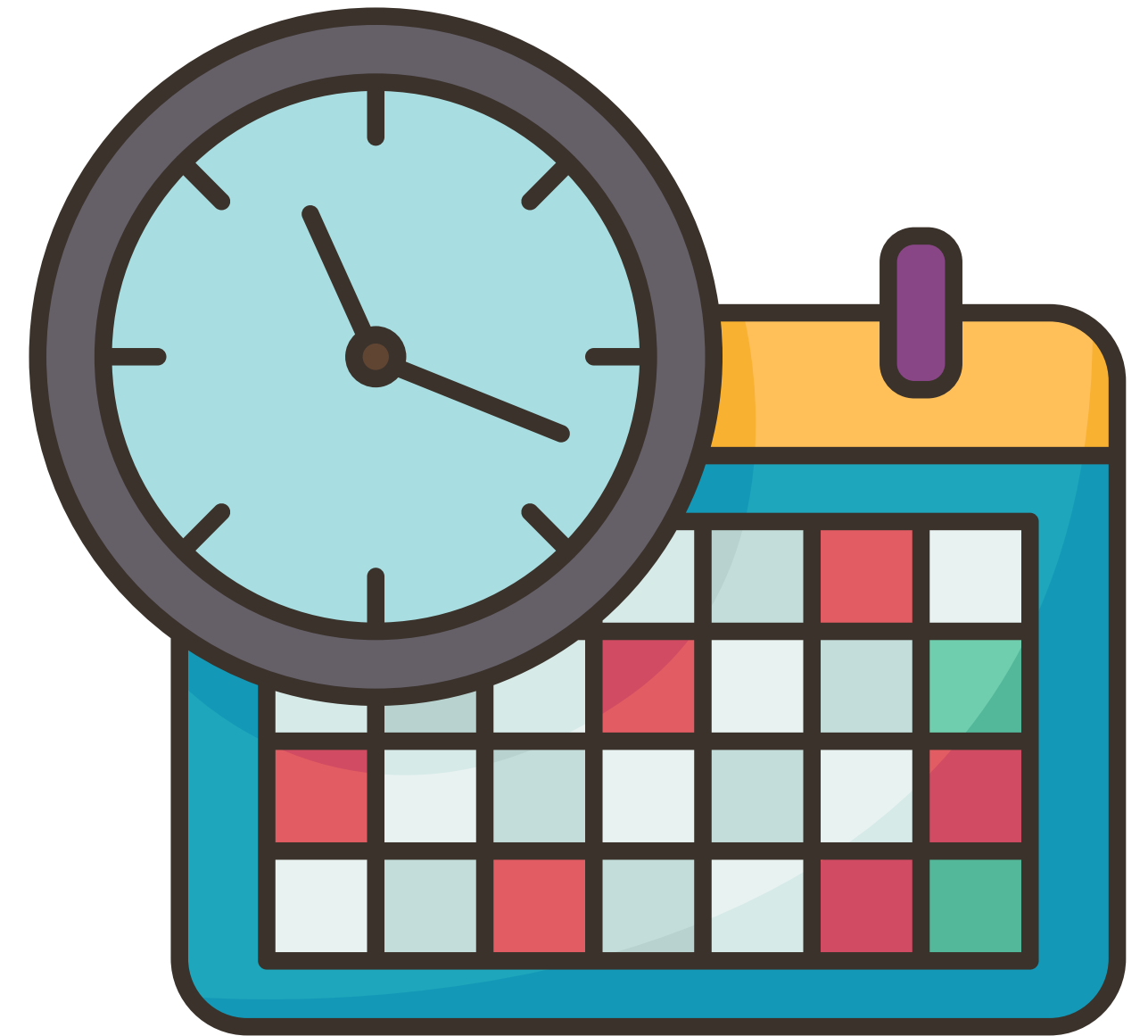
Harvard
Business
School

This guide details the six tips that emerged from the Harvard School research.

Schedule Downtime & Regular Activities

The study showed that CEOs were intentionally blocking out time for breaks, reading, family check-ins, and even routine tasks like walking the dog or going to the gym.

This ensures these activities don't eat into strategic time and of course means you get some powerful time to rest, recharge and decompress too.



Built In Buffers

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The research showed that another tool for these CEO's used to maximise their time was to strategically add gaps between appointments.

This cleverly accommodates delays or extended discussions (plus the occasional crisis) which in turn reduces stress, allows thinking & reflection time plus improves punctuality.



Face to Face Comes First

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Despite the all access always on world these CEO's are working in they overall spent 61% of their time in face-to-face meetings.

They prioritised this because they found them more effective for decision-making and relationship-building.



External Stakeholder Focus

An element of the study showed that for these CEO's they spent, on average, about 25% of their time with a range of external stakeholders.

These were people like investors, customers, clients, partners and of course networking.

This really highlights the importance of outward-facing leadership.



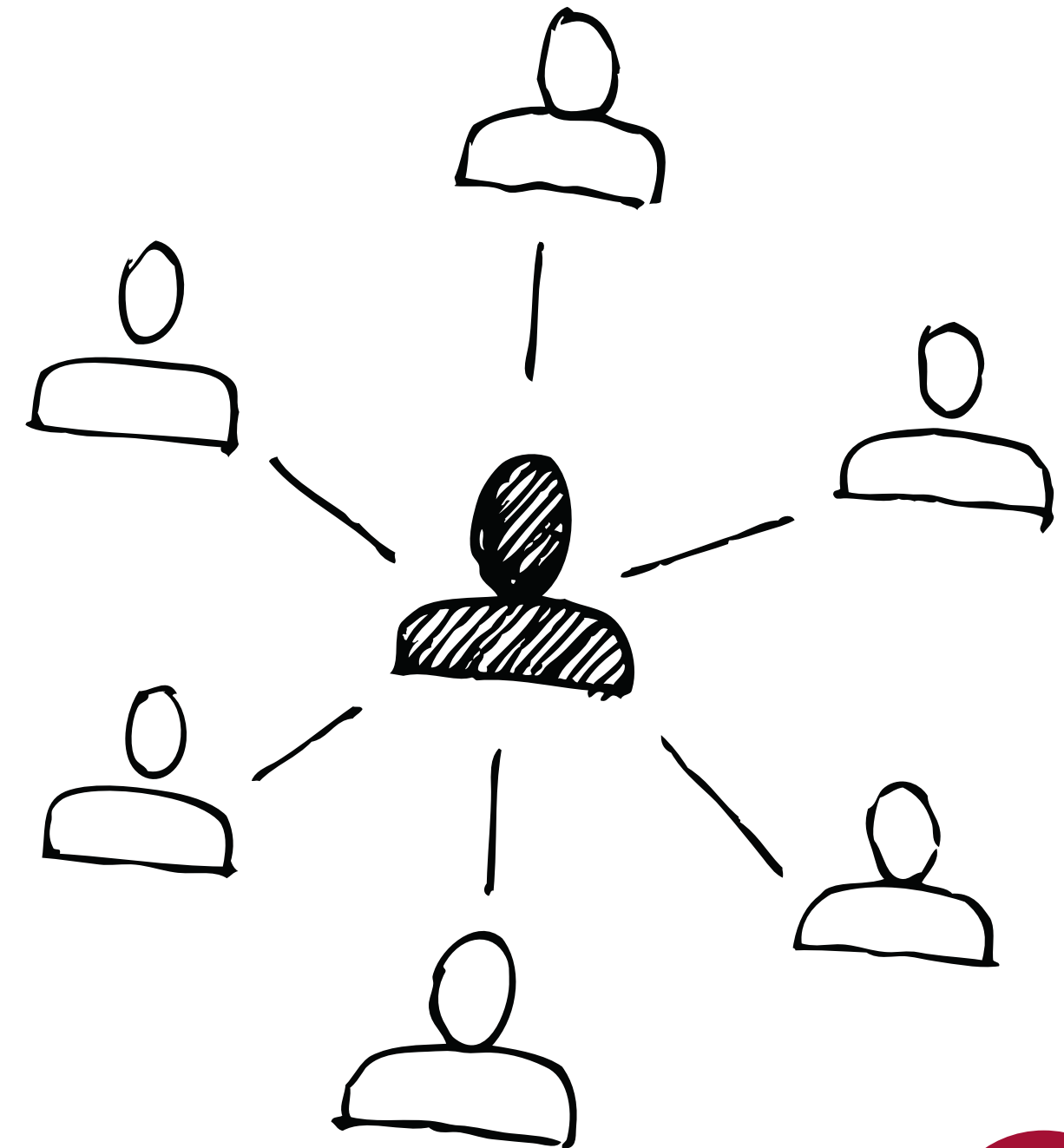
Delegate Operational Tasks

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Without doubt, an element that was apparent across all those who took part in the research was the ability to delegate.

All the CEOs avoided getting bogged down in day-to-day operations, instead they chose to develop and then empower their teams to take control.

They used the time they gained back to focus on high-level strategy activities.



Review – Reflect – Refocus

The final pearl of wisdom was they all regularly made time to analyse how their time was spent.

Using this space to review progress, reflect on achievements and outstanding tasks and then adjusting the focus to align with key priorities and improve their own efficiency.



Which one will you try first?



Scheduling



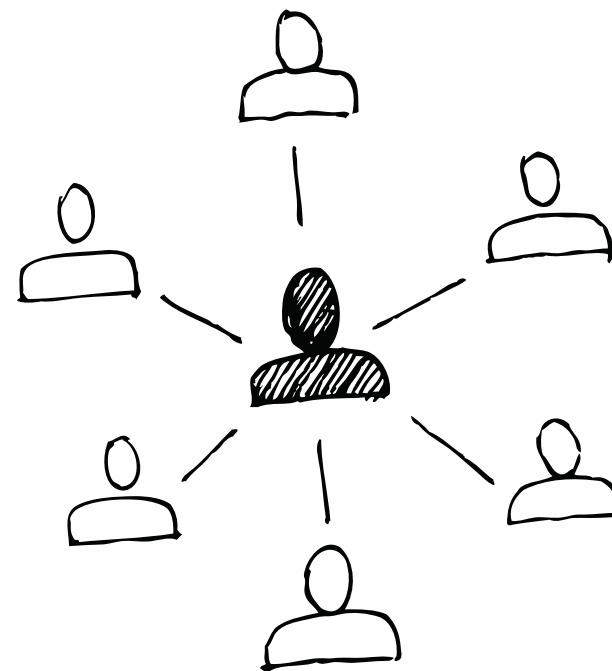
Buffering



Face to Face



Stakeholders



Delegating



Analysis

6

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