

8 Tips for leaders who have too little time

Are you a leader and ...

- ... stressed because you neglect your partner and family?
- ... frustrated because you work more overtime than you want (or should)?
- ... disappointed because you do too little of what you enjoy?
- ... simply have too little time?

You can be helped! As an expert in helping leaders who have too little time, I've put together 8 tips for you to change that:

Tip 1: Stop your hamster wheel for a moment!

Time pressure causes many people to work even faster – your hamster wheel spins even faster. However, I invite you to stop your hamster wheel, get off and take time to review these tips. Because there's one thing I can tell you right now as an expert on leaders who have too little time: the faster-spinning hamster wheel is not the solution to your challenges!

Tip 2: Start dreaming!

Many leaders don't dare to think about what it would be like if their lack of time was eliminated. Yet it is usually easy: Why not sit down for a moment and start dreaming? Imagine what it would be like if you had more time for your family, didn't work overtime or did what you enjoy! How much time do you need to do this and when? Jot down your thoughts and feelings and you've already established the first cornerstones of your desired future. Congratulations!

Tip 3: Add facts to your feelings!

Are you stressed, frustrated or disappointed because you don't have your time under control? Supplement that feeling with data by noting your time use every day for a week: How many hours do you work? How many hours of overtime? How do you divide your work between what needs to be done (the duty) and what's fun (the freestyle)? Which parts of the duty do you have to do as a manager? Which ones can you delegate? How much time do you now have for your family and free time?

Tip 4: Know your gap!

Having too little time is often a strong and diffuse feeling. It doesn't matter if one, two or five hours are missing in a day – you feel stressed, frustrated or disappointed because something falls by the wayside. But to move forward, the size of the gap is important. Take the dream from tip 2 and the data from tip 3 and determine the gap that needs to be closed: Where do you need to cut how much time in your work to fully leverage the 'other'?

Tip 5: Did you know that your feelings overrule your mind?

Now you have your gap – just reduce what is in the way and your problem is solved! Unfortunately, it is not that simple or you would have done it already. What prevents many leaders from doing this are their feelings: the inability to say no, their own perceptions of the role of leader and a lack of confidence are some perceived obstacles that always win out over the mind: Your mind may want to act as much as it wants – if your gut and heart don't go along, nothing will happen.

Tip 6: Learn to say "no"!

Many managers want to support their team comprehensively and therefore receive many requests along the lines of, "Can you look over this for a minute, please?" Quickly, this can mean that what is really fun is left undone. Disappointment or overtime is the result. One solution is to say no. Many managers find this difficult – are you one of them? If so, I have good news for you: it can be learned! Would you like to do this?

Tip 7: Identify what you need to be able to delegate with confidence!

Many time management gurus recommend delegating tasks when you have too little time. Yet, many managers fail to do so because they unconsciously don't trust their team. Accordingly, they get trapped in this situation and tend to engage in time-consuming micromanagement. However, just like saying no, giving trust can be learned. This starts with a simple question: What do you need to trust someone?

Tip 8: Do you know your beliefs about job and leadership?

In many companies, the myth circulates that successful leaders must work long hours. Do you believe this as well? As a coach, I call this a "belief" that can get in the way of your change. Therefore, if you want change, you should look at your beliefs and replace them if necessary. What do you think of the alternative of the former CEO of Microsoft Germany who said, "If you can't do your job in eight hours, you're doing something wrong"?

Bonus tip: You can't teach an old dog new tricks... ..yes, you can!

Despite many years of experience, many seasoned managers still have no control over their time. One of the reasons for this is that in the enthusiasm over the first promotion to leader, too little attention was paid to the conscious handling of time. This lack continues for years and can lead to stress, frustration and disappointment. Changing these behaviors and mindsets that have been ingrained over many years is possible, but challenging. That's why many leaders use third-party help such as coaches. What help can you use to remedy your lack of time?

Has something shifted for you as a result of my tips? Are you curious about how things can continue? Let's talk about it – of course without obligation, free of charge and when it suits you: I'm available for you between 7 a.m. and 9 p.m. and gladly on weekends as well!

Just give me a call at +49 173 2525823 or send me some appointment suggestions by e-mail to felix@felix-mueller.coach to arrange a meeting by Zoom!



I look forward to hearing from you!

Yours, Felix Müller

PS: You wonder what the cat in my logo means? Just ask me!