

Garry Wells

How to start enjoying being a new manager

**7 skills to master to make managing what you
thought it would be!**

1. maintain work / life balance
2. less team members and more to get done
3. manage overwhelm
4. avoid procrastination
5. managing up
6. delegate well
7. dealing with difficult people

www.untappedleadership.com

1. maintain work / life balance

Notes

Here is a quick check?

1. Are you working more hours per week than you are comfortable with? YES / NO
2. Have you missed any outside work activities due to work commitments this year? YES / NO
3. Do you have outside of work activities planned and not attend them regularly? YES / NO

Add up the NO's - How did you score? ___ /3

If you scored 3/3 then well done !! great work stay with us for a few minutes.

0/3 -you have some work to do

What are the 3 things I need to understand for work / life balance?

My present _____ was there before me and most likely will be _____ .

I am never at my _____ or most _____ when I am feeling _____ .

_____ will be sitting at my bedside when I am 70 and just broken my leg in a fall?

To be the best that you can be – you need as close as possible to have balance in your life - that means allotting time to all the parts of your life that is important to you (Work, Home, Development , Relaxation, Hobbies)

This is a serious issue for many leaders / managers.

**Put your role in perspective
Organise yourself so you can be your best
Make time for the things that last**

2. less team members / more to get done

Notes

So you have more to get done and have just lost some team members?

Do you, panic, work longer hours; pass on the pressure to your team?

what do you do? _____

_____ and _____ can't do it all so only do

what _____

3 actions to make an impact

1. get _____, review what you and your team

are being _____ to do

Simply, 5 people can't do _____

for very long without _____ out.

2. what are you doing that doesn't _____ the

_____ you have?

You know the kind of stuff that sneaks in to all teams.
The stuff we do because we have always done it.

3. Stop _____ coming in the door

Yes really – review what is coming in and what are you taking on. Prioritise what you have got in front of you – if
1 new task comes in, 1 task has to be rescheduled.

**you need to STOP doing some stuff.
do more of what gets you to your goal
if you keep putting more air into a balloon -
it will burst**

6. delegate well

Notes

Yes, every manager and team leader has been to training courses and trained in the simple art of getting other people to do some work for you.

Loosely called delegation. So why do things go so wrong?

Why do you have to pick up the pieces?

Why can't they get it right the first time?

Why do you have to spend a whole hour to get them heading in the right direction when it is just a simple task?

Let me suggest to you that 90+% of problems are of the leaders own creation – it wasn't set up right to start with.

30 second review – what do you have to make sure of?

Give them the _____ & _____

Make sure they have the _____

Tell them when it is _____

And there are others –

so what's the 2 biggest actions that leaders can do to get it right?

1. Don't let them leave your meeting until they can:

tell you exactly what you want them to do and the most important point;

_____ they are doing it and _____ it is important to you, to the business unit and to the Company

2. Plan review times and places, yes but also:

Arrange with them how they would like you to make contact if you have any concerns or just want an update.

Do they want an email? Do they want a tap on the shoulder? Does screaming it out across the room motivate them? Make it work for both of you.

**get them to tell you why the task is important
plan checkups
agree how to communicate**

