

THE COACHING GUY

Building Leadership Capabilities

Steps to Building a Leadership Routine

Establishing an effective routine as a Director involves balancing the needs of your direct team, collaborating with colleagues, and meeting the requirements set by the C-suite. Here's how you can structure your time and routines to manage these responsibilities effectively.

1. Prioritise and Allocate Time

- **Set Clear Priorities** - Identify your top priorities as a Director, considering both strategic objectives and immediate operational needs.
- **Time Management** - Allocate specific time blocks for different tasks and responsibilities, including team meetings, strategic planning, and communication with colleagues and the C-suite.

2. Schedule Regular Team Interactions

- **Team Meetings** - Hold regular team meetings to discuss goals, projects, and progress updates. Set a consistent schedule that allows for effective communication and collaboration.
- **Individual Check-Ins** - Schedule one-on-one meetings with team members to provide support, guidance, and feedback on their work and development.

3. Collaborate with Colleagues

- **Cross-Functional Collaboration** - Engage with colleagues from other departments or functional areas to coordinate efforts, resolve issues, and align strategies.
- **Attend Meetings** - Participate in departmental or cross-functional meetings to stay informed, provide input, and foster teamwork across the organisation.

4. Manage C-suite Requirements

- **Understand Expectations** - Clarify the expectations and priorities set by the C-suite. Align your activities and initiatives to support organisational goals and directives.

- **Report and Updates** - Prepare regular reports, updates, or presentations for the C-suite, highlighting key achievements, challenges, and strategic initiatives.

5. Create a Balanced Routine

- **Daily and Weekly Planning** - Start each day with a clear plan and prioritise tasks based on their importance and urgency. Use weekly planning sessions to review progress and adjust priorities as needed.
- **Flexibility** - Maintain flexibility in your routine to accommodate unexpected events, urgent matters, or changes in priorities.

6. Leverage Technology and Tools

- **Calendar Management** - Use digital calendars or scheduling tools to organize meetings, set reminders, and manage your time effectively.
- **Communication Platforms** - Utilize collaboration tools, project management software, or communication platforms to streamline interactions with your team and colleagues.

7. Delegate and Empower

- **Delegate Tasks** - Identify tasks that can be delegated to your team members based on their skills and development goals. Empower them to take ownership and responsibility.
- **Empower Decision-Making** - Encourage your team to make decisions within their areas of expertise, providing guidance and support as needed.

8. Communicate Effectively

- **Clear Communication** - Ensure clarity in your communications with your team, colleagues, and the C-suite. Clearly articulate expectations, objectives, and timelines.
- **Active Listening** - Practice active listening to understand perspectives, concerns, and feedback from your team and colleagues. Encourage open dialogue and constructive feedback.

9. Evaluate and Adjust

- **Continuous Improvement** - Regularly evaluate your routines and workflows to identify areas for improvement or optimization.
- **Feedback Loop** - Seek feedback from your team, colleagues, and supervisors to assess effectiveness and make adjustments as necessary.

10. Personal Well-being

- **Work-Life Balance** - Maintain a healthy work-life balance by setting boundaries, prioritizing self-care, and managing stress effectively.
- **Personal Development** - Invest time in your own professional growth through learning opportunities, networking, and mentorship.

By establishing a structured routine that balances the needs of your direct team, collaboration with colleagues, and responsiveness to C-suite requirements, you can

effectively fulfil your role as a Director while fostering a productive and supportive work environment. Adjustments and refinements to your routine will help you adapt to changing circumstances and achieve long-term success in your leadership role.