

Why Leaders keep saying “I don’t have times”?

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Introduction

Often, leaders said “I don’t have times”. If you keep saying this for a long period, then it is recommended that you should seriously look at your times management. There are some main reasons that make you “don’t have times” such as:

- Lack of delegation: due to not trusting the staff, fears of losing control and power or unable to delegate tasks because staff cannot perform a quality work (unqualified staff)
- Micro-management style – you need to know every details
- Lack of using proper tools in keeping workload well organized

What can help you to stop saying “I don’t have times”?

- Learn how to transfer skills to staff (approach of training, caching, mentoring, facilitation, reflection)
- On-going develop your staff capacity
- Delegate as much as possible. Take your roles as monitor, supporter as much as you can.
- Learn to prioritize the tasks: what is important and urgent?
- Better scheduling your activities: yearly, quarterly, monthly, and weekly – stick to it!
- Using diary: electronic or handbook – bring with you all the time and use it properly.
- Make “TO DO LIST”: you will never forget to do anything when you make “TO DO LIST”. Please update it weekly with new coming task list.
- Use personal journaling: can help you to monitor and manage important tasks. Transfer tasks from the journal to your “TO DO LIST” or to dairy regularly.

Do you still have no times?

Then, learn to say “NO” to your boss, subordinates or expatriates! BUT, please do it in a polite way with a good and acceptable reason. Do not say “NO” in an aggressive way or in a way that make people disappointed.

Some tips for times management

- Remove your bad feeling regarding delegation. Your role is to get the tasks done through other people. Make use of other staff contributions.
- Be informed that you cannot do all the tasks within one day, but be clear what is reasonable to accomplish within a day.
- Learn to trust your staff: do not expect the same level of work quality like you, but support them to gradually increased work quality.