



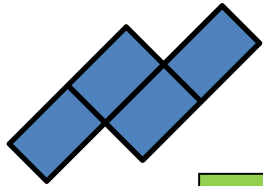
## “Too Busy to Lead” Workshop Outline

### Workshop Objectives – What attendees will do:

- Understand the impact on leadership of the way we work in the 21<sup>st</sup> century
- Understand the role of email and communications technology in the “Too Busy” mindset
- Understand the personal impact on our resilience to stress, our work-life balance and on the lives of others that work and live with us
- Learn tools to achieve more through being less busy
- Learn practical tips to resist information overload and reduce its impact on your organisation
- Learn how to succeed as a leader and see your kids grow up

### Duration

- Suggested duration 4 hours including break mid-way



#### Session I: What is the “Too Busy to...” mindset?

- *Exercise* – are you too busy?
- 24/7 working: work bleeding into evenings, weekends, holidays
- BlackBerry “addiction”: hooked on sending and checking messages
- Team meetings and 1-to-1s: they never seem to happen
- Life outside work: family, friends and exercise are crowded out



### **Session II: Why is being “too busy” a problem?**

- *Exercise* – what is leadership?
- The difference between activity and impact
- The effect of the “too busy” mindset on dimensions of sustainable leadership: relaxation, good quality sleep, resilience
- The effect of email and BlackBerry on productivity and stress
- The normalisation of “too-busy” behaviours
- The impact on focus and sense of perspective
- The dilution of delegation and other habits of good leadership

### **Session III: Why does it happen?**

- *Exercise*: Why do we work the way we do?
- An exploration of fundamental human psychological drivers (need for high status, hunger for gossip)
- A review of rapid changes in communications technology
- Looking at the impact of the loss of traditional indicators of hierarchy in office life

### **Session IV: What can be done about it?**

- The need for leadership commitment: “the fish rots from the head”
- Organisational codes on email and BlackBerry use
- Tips and support for individuals to improve use of technology
- Focus and the 80:20 rule
- People – why delegation and team unity are important
- The roles of coaching and feedback
- Freedom from hyperactivity: the virtuous circle

