



# Creating Your Manager Framework

By creating a Manager framework, you will feel in control of your day rather than your day controlling you!

## 10 Steps to Creating Your Manager Framework



**Step 1** - Create a list of daily, weekly and monthly activities that you need to do to effectively carry out your role



**Step 2** - Review the frequency and duration of the activity. Remember that most people will overestimate how much they can achieve in a day and underestimate the time it takes to complete each task



**Step 3** - Categorise each activity into the following: Active, Passive, Direct, Admin & Ineffective time



**Step 4** - Critically evaluate the tasks that are not Active; the activities that are not currently adding value or helping you to manage your team effectively. Can any of these be eliminated, reduced, delegated to your team, or transformed into a positive use of time



**Step 5** - Add each activity into your outlook calendar. Start with the activities that help you to effectively manage your team and drive performance



**Step 6** - Consider when you should schedule activities to times you are likely to be most productive and effective



**Step 7** - Ensure you have allocated time to prepare for key activities i.e. coaching and team meetings and have adequate time after to review actions, complete any follow-up activity and assess next steps



**Step 8** - Keep some 'white' space in your calendar as a contingency to allow for unplanned changes or the need to respond to your team if they need your support. It also helps you to be on time for meetings



**Step 9** - Add your 'To Do' list, instead of keeping a separate list of actions that you will somehow fit into your day, add your actions into your calendar. That way you know when you can do them and set clear expectations to others



**Step 10** - Review your Framework regularly and adjust it to ensure that you have captured all the activities that you need to do how well you are able to stick to your framework