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Apparently, performing a ritual before you attempt a task reduces anxiety, allowing you to be at your best. Take a leaf out of former President of the United States Barack Obama or Oprah Winfrey. Obama started each day in the White House by rising at 5 a.m. to hit the gym, while Oprah reportedly begins her mornings with 20 minutes of meditation. This infographic outlines nine daily rituals you may want to try to boost your performance at work. Check this out: bit.ly/ldrailyritual

■ Dan Rockwell is a coach and speaker and is freakishly interested in leadership. He is an author of a world-renowned leadership blog, *Leadership Freak*. To get in touch with Dan, write to us at editor@leaderonomics.com.

Time Management Begins With Self-Management



By DAN ROCKWELL
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THERE is no such thing as time management. Time can't be managed.

It simply is. Nothing you do changes time.

Time management is really self-management.

Everyone who has trouble managing time is in reality, struggling with self-management.

Reasons you can't manage yourself

1. You let others run your schedule.

Being responsive to others may turn into giving others control of the way you use time*. Misconceptions about compassion and kindness can destroy productivity.

2. You need clarity and commitment regarding mission, vision and purpose.

You need to know **why** you're here before you can effectively manage your schedule.

3. You don't know how to best use your time.

The #1 one thing that most improved my productivity

Protect open time on your calendar.

Open time on your calendar is your most precious resource.

When someone calls for an appointment, schedule it during busy times, not open time.

If you see a three-hour block of open time or one open hour on your calendar, schedule your open hour.

What if?

What if team members can put appointments on your calendar?

Have a "calendar conversation" with your team. Agree that everyone has the authority to protect two or three blocks of time on their calendar.

Depending on your organisation, it might be a two-hour block of time on Monday and Thursday.

Protected time is sacred. It's your time to get real work done.

Everyone agrees that you have permission to close your door, put your phone on phone mail and not respond to emails during protected time.

What has helped you become more productive?

***Note:** Some jobs require you to let others run your schedule. If you're in emergency services, for example, you don't get to choose when a house catches on fire.

Everyone who commits to respond to others must navigate tensions between controlling your own schedule and being responsive.

Some people call this artificial intelligence, but the reality is this technology will enhance us. So instead of artificial intelligence, I think we'll augment our intelligence.

Ginni Rometty, CEO of IBM

QUOTES

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Do you dread team building activities because you're not much of an outdoor person? Well, now you can have those sessions in the kitchen! See how a kitchen shift can teach us the importance of communication by heading to bit.ly/CCteambuilding to read more.



Marie Curie's work

revolutionised the fields of science and medicine, which led to her becoming the first woman to win a Nobel Prize twice. Leaderonomics' CEO Roshan Thiran shares with us the lessons we can take away from the Mother of Modern Physics. Listen to the podcast here: bit.ly/

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