

# Balancing Getting Your Work Done and Leading Your Team

This is a challenge that we all face as we step in and step up our leadership. There are two misconceptions that get in the way of many leaders working out how to balance getting their own work done being the leader they want to be and that their team needs. Firstly, the idea that there is a perfect answer to the question how much time should you spend leading and secondly, that once you have found the answer it will always stay the same.

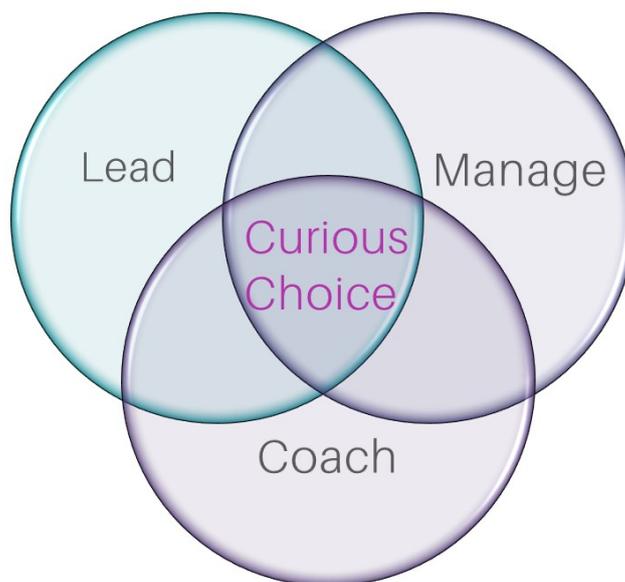
So if balancing our work and our leadership is an ever changing dynamic how can we work out if we have got the balance right for ourselves and our team right now?

Let's get curious so we can make some great choices.

## The Curious Choice Model

Within our roles there are three areas we need to cover

1. **Leading.** Creating an aspirational vision that engages people to unite around it and creating the working environment to make that happen.
2. **Managing.** Getting things done, delivering great results.
3. **Coaching.** Unlocking the potential in your team.



As your role grows it can seem like each of these roles is getting bigger and busier, so, since we all only have 24 hours in a day, we need to look at ways to spend time in the spaces where the circles overlap. For example as you delegate you are getting things done, you can be developing your team member at the same time and when you add in talking about the vision you are also leading. In each of your activities look at how you bring leadership, management and coaching.

Time to work out how to put that into action in your situation!

This workbook should help you get curious and make some good choices about what to do next.

## Section 1: What do you and your business need?

We need to look at this in a couple of different timeframes, our immediate needs and the long term perspective.

1.1 What do you and your team need to achieve in the next 3 months?

1.2 What do you and your team need to achieve in the next 1–2 years?

## Section 2: How am I spending my time now?

What are you currently doing in each of these areas, Leading Coaching and Managing? Even when we are good at finding ways to bring all of these to every task, one of them will be the main focus. List your current activities in its main focus area. We will look for the overlaps later in this process.

Lead	Manage	Coach

### Section 3: What could I be doing?

What do I need to change to meet our business needs in the next 3 months? What else could I be doing? Explore as many ideas as possible. Use this chart to brainstorm all your ideas. Then repeat the exercise, again using this chart to capture all the things you could be doing to meet your business needs in the next 1-2 years.

Lead	Manage	Coach

## Section 4: What are you going to do?

It's time to make some choices about how you are going to spend your time. Go back through the previous two sections and select just the activities you are going to commit to doing now and add them on this chart. Then add the activities you are going to need to add to achieve what you need to achieve in the next 1-2 years

Lead	Manage	Coach

## Section 5: Look for the Overlaps

At the moment your list of activities is sitting as three distinct lists, and it may be looking a bit long! So it's time to look for ways to overlap them, such as ways to show leadership and coaching while you are managing. For example in your meetings, while you are getting decisions made you can also be reinforcing the vision, modelling the kinds of behaviours you expect from your team, asking great questions to unlock your team's thinking and reinforcing the trust you have in the team.

Use this page to note some ideas on how you can work in the overlaps between Leading, Managing and Coaching.

Well done, you have been curious, made some choices and now you can make your ideal balance between getting your work done and being the best leader you can be happy.

This workbook has been developed by Bekka Prideaux for the Modern Manager Podcast.

To find out more about Bekka and Curious Choice Leadership visit [www.bekkaprideaux.com](http://www.bekkaprideaux.com)