

# Find time to **Engage your Team!**

Less than 30% of team members are typically engaged.

You believe you could change that on your team...

*if only you could find the time.*



**To engage your people  
you know you need to spend quality time with them!**

And, let's face it you are already overworked, overloaded & overwhelmed.

The only way to "find" that quality time is to  
**PRIORITIZE** the time you have.

## The ABC's of Prioritizing Time to Engage Your Team

### Step # 1 - Ask and Answer

- \* *What do I already know I need to do to engage my team?*

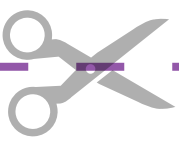
### Step # 2 - Bravely Explore

- \* *What do I believe about **why** I can't do that?*
- \* *What thoughts help me prioritize my time to engage my team?*

### Step # 3 - Commit to Action

- \* ***When** will I communicate my game plan?*
- \* ***How** will I communicate it?*





# The ABC's of Prioritizing Time to Engage Your Team

A 3 step process to help you be an engaging leader!

## Step # 1 - Ask and Answer

When you find yourself with no time to engage your team, ask yourself:

- \* *What do I already know I need to do to engage my team?*

## Step # 2 - Bravely Explore

Next, ask yourself this:

- \* *What do I believe about WHY I can't do that? Tip: There may be more than one reason.*

Find thoughts that put you back in control of your priorities and your ability to engage your team. Begin by asking yourself:

- \* *What thoughts help me prioritize my time to engage my team?*

## Step # 3 - Commit to Action

Finally, it's time to take action. Your success depends on the act of communicating your intentions to your people.

- \* *When will you communicate your game plan?*
- \* *How will you communicate it?*



## Example

PROBLEM: The amount of meetings I attend, limits my quality time with my people.

### Step # 1 - Ask and Answer

*What do I already know I need to do to engage my team?*

Get off some committees / Delegate some meetings / Choose not to attend unnecessary meetings

### Step # 2 - Bravely Explore

*What do I believe about WHY I can't do that?*

*What thoughts help me prioritize my time to engage my team?*

Only people at my level should attend

I'm choosing to allow my people's confidence to take on challenging opportunities

I am afraid of missing out

I'm choosing to proactively engage with my team

I don't have anyone skilled enough to fill in

Leaders help to develop skills of their people

People will judge me if I don't attend

I prioritize my team's development

### Step # 3 - Commit to Communicating

*When will I communicate my game plan?*

*How will I communicate it?*

Tomorrow

I'll talk to Jen about her picking up the interagency meetings.



**PROBLEM:** \_\_\_\_\_

**Step # 1 - Ask and Answer**

*What do I already know I need to do to engage my team?*


**Step # 2 - Bravely Explore**

*What do I believe about WHY I can't do that?*

*What thoughts help me prioritize my time to engage my team?*


**Step # 3 - Commit to Communicating**

**When** *will I communicate my game plan?*

**How** *will I communicate it?*