



The Consulting Team, LLC
Facilitating Positive Change

650-965-3663

Request A Consultation

Leadership Tips April 2021: How to Better Manage Your Time and People in a Hybrid Workplace

Message from Dr. Marilyn Manning



Dear Friends,

Whether you are a leader or an informal influencer like most of us, it's a good time to take stock and assess your effectiveness. Most of us had comfortable habits and routines that got challenged and even discarded during the pandemic. Common frustrations we hear from most of our clients is that "there's not enough time in the day to get it all done," "I feel like I'm working 24/7," "I can't separate my work day from my personal life," or "my stress levels are at an all-time high."

Consider evaluating your routines, your planning processes, and schedules to see if some time management best practices can alleviate your frustrations. Your time and health are precious. We hope these three tools can help you preserve and improve the quality of your life.

I personally invite you to our next two free mini-trainings. April 20th, 1-1:30pm Stewart Levine facilitates "Powerful Collaboration for Your Business and Personal Lives." May 11th, Craig Harrison facilitates "Leading with Stories." We hope to see you there.

Warmest Regards,

Marilyn

(650) 965-3663

M@TheConsultingTeam.com

(Above is my direct email — please remove M@MManning.com from your address book.)



Craig

Kathy

Susan

Marilyn

Richard

Victoria

Stewart

In this issue of *Leadership Tips*...

1. Article: How to Better Manage Your Time and People in the Hybrid Workplace
2. Tuesday April 20 Zoom mini-training: *Powerful Collaborations for Your Business*

- and Personal Lives*, 1:00-1:30PM Pacific (No Charge)
3. Tuesday May 11 Zoom mini-training: *Leading with Stories*, 1:00-1:30PM Pacific (No Charge)
 4. Learn more about our new on-line trainings via www.TheConsultingTeam.com



<http://www.FreePik.com>

How to Better Manage Your Time and People in the Hybrid Workplace

Manage your priorities across locations for more productivity, accountability and peace of mind

If managing seems twice as hard lately as it did 18 months ago, it's partly because you are managing hybrid workplaces. Some of your people may still work from home. Others may be on-site. And this can change by the day of the week.

In this edition of Leadership Tips, we provide ideas and insights to help you manage multiple locations and maintain high productivity.

Staying abreast of employees in multiple locations takes organization, coordination and concentration. We recommend the following three tools — schedules, lists, and routines — to remain on top of it all.

1. VISUAL SCHEDULES ARE ESSENTIAL

Being able to know how to reach everyone is more essential than ever with dispersed employees and various shifts, timetables, and responsibilities. At any given time, do you know who is on-site, who is working from home, who is working somewhere else, and who is on vacation or out sick?

Bonnie works from home Mondays, Wednesdays and Fridays, and is in the main building Tuesdays and Thursdays. Trevor's schedule's the opposite. Ravi is in the field the first and third weeks of the month. Each needs a 1:1 meeting with their manager at least every other week. The team committed to update their schedules weekly on Outlook. As a result, they are able to coordinate much more easily since all of the team's schedules are visible at a glance.

Online calendars provide the extra benefit of syncing across devices. Shared calendars are a necessary resource for the entire team. Adhering to a schedule takes time to establish and maintain, but it saves far more time in knowing, at any time, who is where, as well as when meetings and deadlines are.

- Use the recurring feature of your online scheduler to lock in your one-on-ones, team meetings, and other key events
- Consider color-coding different types of events in your calendar
- Make use of reminders — to yourself and others — about upcoming events
- Schedule meals, exercise, returning calls, creative time, and quiet time for planning or contemplation



<https://gratisography.com/photo/white-dog-with-glasses/>

2. LISTS ARE YOUR FRIENDS

The discipline of using lists can ensure that nothing gets forgotten or overlooked. Lists help you see at a glance all that's on your plate and the progress you're making as you check off completed tasks.

Like online schedules, lists can sync across devices and be shared by teams and key personnel. They also provide a record of what you've done. Whether you use Slack, Asana, Evernote, OneNote, other list-making tools or even a pad of paper, lists can keep you productive and accountable, to yourself and your team.

Alejandra keeps one list for meeting agenda items, another for training topics and a third for customer service issues. Her fourth list is a catch-all of items that otherwise could fall through the cracks. She re-prioritizes mid-week to make sure to adjust her priorities to address the most pressing ones.

3. ROUTINES AND RITUALS PROVIDE STABILITY

Establishing and maintaining routines for key aspects of your workday and work week is both powerful and liberating. Routines are often derived from your own 'best practices' of how you start your day, how you initiate a project, how you prepare for a presentation, and how you schedule social or personal activities. Routines represent your preferred style of operating. Once you've found the winning formula for aspects of your job and work day, routines help you go on auto-pilot, and free up brainpower to focus on tackling the big issues of the day.

Ramon has an evening routine involving a review of his calendar and lists for the following day before he retires for the evening. That usually allows him to sleep soundly.

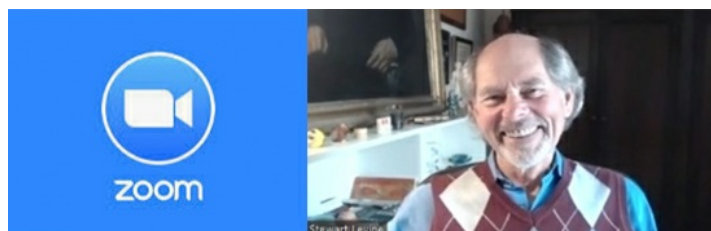
His morning routine involves awaking, reviewing his day to come, brewing his coffee, reading online newsfeeds, walking his dog Jake, taking a shower, dressing and going to work. Whether he goes across the hallway or across town, his routine provides a sense of calm and stability to start his day — his way — and he's now emotionally and physically ready for whatever awaits him.

- What aspect of your workday could you routinize?
- What new routine can you establish to give yourself a calm demeanor, allowing you to focus energy appropriately?
- What ritual can you create for yourself to mark the start and end of your workday?
- How will you wrap up a project with your team? Can you design a celebration ritual?
- What new ritual can you establish for onboarding a new team member?

Scheduling, lists, and routines are three tools that have been with us for many years. They are even more powerful when used in managing hybrid workforces. Leverage them to exert more control over your time and resources, and help you more efficiently maintain communication, coordination, and celebrations with your team.

Register for this free 30-min. online mini-training in mid-April

FREE 30-min. online event Tuesday April 20, 1PM: "Powerful Collaborations for Your Business or Personal Lives"



Facilitated by Senior Associate Stewart Levine, Esq.

How would you like:

- A foolproof way of creating human alignment?
- To create a highly productive high-performance team?
- To generate the kind of engagement that makes people excited to get to work whether it is a business or a personal project?

Attend this complimentary program to learn how to:

- Create connection and relationship
- Have a mindset of collaboration
- Prevent conflicts with agreements for results

**Tuesday, April 20
1:00-1:30PM Pacific**

Limited space: confirm your seat and receive log-in details when you register using the button below.

[Click here to register for our free April 20th mini-training](#)

[Click here to register for our free May mini-training](#)

**FREE 30-min. online event Tuesday May 11, 1PM:
"Leading with Stories"**



Facilitated by Senior Associate Craig Harrison


You've got stories...that inspire, motivate, educate and engage. Leverage the power of story to recruit, teach, reach and celebrate your direct reports and those you serve.

- Use stories to enroll others in your vision
- Create 3-part "success" stories to showcase skills, values, experience and style
- Learn how stories induce empathy, deepen trust and bring generations and cultures together

**Tuesday, May 11
1:00-1:30PM Pacific**

Limited space: confirm your seat and receive log-in details when you register using the button below.

[Register for this free 30-min. online mini-training May 11](#)







The Consulting Team, LLC
Facilitating Positive Change

Facilitating positive change by increasing the effectiveness of leaders, teams, and organizations through facilitation, coaching, conflict mediation, and training.

[Check Out What's New!](#)

[About Us](#)
 [Our Services](#)
 [Leadership Tips](#)
 [Our Clients](#)
 [Testimonials and Case Studies](#)

[Free Leadership Tips](#)

Leadership Tips is our Monthly newsletter

Our new On-line Trainings for Today's Virtual World:

Customized for you...from 90 Minutes - 3 Hours

All training offerings on www.TheConsultingTeam.com are now virtual

Best Practices for Managing Remote Workers and Teams

Would you like help communicating one-on-one with direct reports working from home? This program offers tips for conducting crucial conversations remotely, helping coach your staff in prioritizing timeliness and self-management, and strategies for increasing online engagement and motivation.

Managing Crisis and Change: Surviving in a State of Flux

This session provides the tools you need for transitioning through change and self-care to embrace the new reality. Learn how to proactively navigate and smoothly embrace uncertainty by using the stages of processing change to know where you are and what's next.

How to Stay Fresh and Relieve Stress

More than ever, employees, supervisors and managers are experiencing disruptions, frustrations, and stress from illness, technical challenges, economic pressures and the uncertainties of this current pandemic. Learn techniques for self-care, stress reduction, creating a nurturing and soothing environment, and how to look out for each other to remain healthy, productive and upbeat, while future-focusing.

Applying Emotional Intelligence in Uncertain Times

During times of uncertainty people look to their managers to provide clarity that will enable them to deal with chaos, overcome challenges, and achieve shared goals. Emotional Intelligence equips managers to recognize their own and others' behaviors and make choices to improve workplace performance and productivity. This session provides you with easy-to-implement tools you can apply immediately.

Listening Amid Endless Distractions

During shelter-at-home we're more distracted than ever. This training helps you pay attention to paying attention. Learn to avoid common listening mistakes, deepen your ability to "go deep" as a listener, discerning what is being said, implied, unspoken and more. You will learn to understand the "listening gap" and how to overcome it, and how

better listening leads to increased trust, enhanced credibility and better team cohesion.

Managing Multiple Demands and Priorities While Working From Home

Learn proven techniques for prioritizing your projects, time and energy while working remotely. Receive help managing distractions, remaining focused, dealing with internal and external pressures while getting back into your flow state while having your out-of-office experience. Discover ways to optimize your environment to increase productivity and peace of mind.

For information contact [Dr. Marilyn Manning](#)

You can also reach us by phone: (650) 965-3663

Get A Boost From Our Team of Trainers, Facilitators, and Coaches



[Dr. Marilyn Manning](#)



[Craig Harrison, CVP](#)



[Kathye Citron](#)



[Stewart Levine, J.D.](#)



[Richard Lonergan, MA, CFO](#)



[Susan G. Schwartz, PMP](#)



[Victoria Smith-Raymond](#)

Contact The Consulting Team to learn more about our online training, group and one-to-one virtual coaching, and consulting assistance for leaders and employees.

The Consulting Team

— FACILITATING POSITIVE CHANGE —

945 Mountain View Ave.
Mountain View, CA 94040

650-965-3663

M@TheConsultingTeam.com

Get In Touch



