A WEEK OF LEADERSHIP / WORKING MAP

Where Your Leadership Time Goes

A six-box time map and one realistic calendar change.

Week / available working hours: _____

Review one week and classify activities by their main purpose. Avoid counting the same hour twice.

Use the six numeric boxes below to compare time across people, process, and product. Unclassified time stays visible.

Choose one supported change. There is no universal ideal percentage for a leader's week.

	Strategic · longer-term	Tactical · immediate
People	Activities: Hours: _____	Activities: Hours: _____
Process	Activities: Hours: _____	Activities: Hours: _____
Product / service	Activities: Hours: _____	Activities: Hours: _____

Total classified: _____ Unclassified: _____ Check no hour appears twice.

Make one week different

Choose one adjustment

Which neglected need merits time? Name what stops, moves, or gets shared; do not add a seventh day.

Check the effect

Who agrees to the change? What will you review after a week? An emergency week may need a different balance.

What keeps being postponed because nobody can make it urgent?

See one way through

FICTIONAL EXAMPLE / 36 AVAILABLE HOURS

People: 3 strategic hours / 9 tactical hours

Process: 2 strategic hours / 10 tactical hours

Product / service: 4 strategic hours / 6 tactical hours

34 hours classified; 2 hours remain unclassified. Strategic work is 9 of 36 available hours (25%). This is a description, not a recommended ratio.

A practical adjustment

Protect 90 minutes for service-user interviews. Shorten the status meeting and replace its reporting segment with a written update.

Ask the team whether the shorter meeting still supports coordination. Next Friday, check whether the interviews happened and what they changed.

The thinking behind it

Your time makes some needs easy to raise and others easy to neglect. Ask whose access to you changes when the calendar changes.

Gaurav Jain's Mind Boxing organizes leadership attention across People, Process, and Product, each with strategic and tactical work. This independent calendar exercise uses that six-box distinction with original prompts and examples; it does not reproduce his worksheet or prescribe a standard allocation.

https://read.thegoodboss.com/p/mind-boxing-how-leaders-should-spend

https://leaderrebellion.substack.com/p/you-have-a-culture-problem