

# Leader vs. Manager: Where Do You Spend Your Time?

by Tony Crites and Lisa Cumby



Have you ever sat down and thought about how much time you put into leading your teams vs. managing your teams each week?

Most leaders don't take the opportunity to look at where they spend their time. Don't get me wrong, administrative and managerial tasks are essential to the success of organizations. However, the time spent on these duties takes away from one of your greatest opportunities and biggest responsibilities - leading your team and developing future leaders in your teams and organization.

In the beginning of our HIL101 leadership course, we ask this simple question: "What percent of your time is spent managing and what percent is spent leading your team? The results have been the same class to class. Leaders spend most of their time acting as a manager vs. a leader.

The average amount of time per 40-hour week leaders estimate spending on managing vs. leading is as high as 80% vs. 20%. 80% of a leader's average workweek is spent on managerial and administrative activities, and only 20% on leadership and developing future leaders.

What if you moved that percentage a little closer to 50/50? What impact would it make on your team and your organization if supervisors were leaders more than managers? How would it change your organization?

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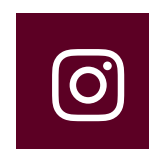
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## Leader vs. Manager (cont.)

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Leaders need to be diligent in using their leadership skills with their teams. You can plan leadership into your schedule each week. Schedule time to be with your teams, spend time developing future leaders, and share your knowledge and experience as a leader. Be the example for your team.

Focus on one of these five behaviors during your time each week:

- **Work/Life Balance** – Work on being sensitive to your team’s need for work/life balance.
- **Communication** – Work on communicating in a clear and timely manner.
- **Accountability** – Work on holding yourself and others personally accountable for work-related behaviors and performance.
- **Reward/Recognition** – Work on recognizing and rewarding your employees for doing a good job.
- **Empowerment** – Work on empowering your employees to successfully perform their job duties and better themselves professionally.



By assigning time each week to developing your leadership skills further, developing your team, and developing future leaders for your organization, you will see improvements in your team and your organization.



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