



PEOPLE-POWERED

This worksheet and lesson will help you continue to produce while managing.

You'll be more aware of the most strategic hiring decisions to make.

# Every person that reports to you takes 10% of your time to manage.

If you continue in an execution role (i.e., copywriter, content creator) as you grow, you will need to hire a people manager as employee five or six.

## **MANAGE YOUR MANAGEMENT**

Establish a calendar of people management meetings early, taking care not to add so many management meetings that your calendar fills and not so few that your team members feel like they have no mechanisms for communication. Templatize agendas for each meeting. When onboarding new team members and contractors, walk them through this sheet.

### **WHOLE-TEAM MEETINGS**

Start-of-day standup	15 mins	30 mins	60 mins
End-of-day standup	15 mins	30 mins	60 mins
Weekly team meetings	15 mins	30 mins	60 mins
Biweekly team meetings	15 mins	30 mins	60 mins
Socials	15 mins	30 mins	60 mins
All hands / Large-format team meetings	15 mins	30 mins	60 mins
Project briefings	15 mins	30 mins	60 mins

### **INDIVIDUAL MEETINGS**

Weekly 1:1s	15 mins	30 mins	60 mins
Biweekly 1:1s	15 mins	30 mins	60 mins
Coffee chats	15 mins	30 mins	60 mins
Quarterly performance reviews	15 mins	30 mins	60 mins
Annual performance reviews	15 mins	30 mins	60 mins
Annual goal-setting sessions	15 mins	30 mins	60 mins
L&D / Growth check-ins	15 mins	30 mins	60 mins

# **GETTING WORK DONE WHILE BEING A GOOD BOSS**

No meeting day(s)	М	T	W	R	F
Flow blocks (no meetings)	9am to noo	n	1 to 3p	m	3 to 5pm
Slack / Email rules					
Exceptions for clients					

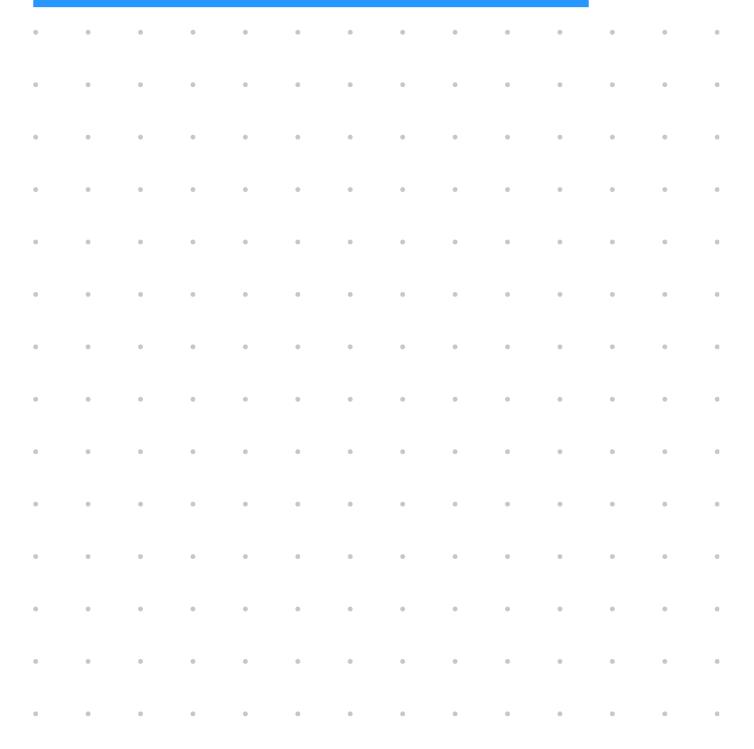
### **CREATE CALENDAR CONTROLS (BEFORE IT'S TOO LATE)**

	MORNING	AFTERNOON
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		





# **ORG CHART WITH NEXT 5 HIRES CIRCLED**





BEGINNER