

PEOPLE-POWERED

PEOPLE MANAGEMENT & THE 10% RULE

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

<input type="checkbox"/>	Start-of-day standup	15 mins	30 mins	60 mins
<input type="checkbox"/>	End-of-day standup	15 mins	30 mins	60 mins
<input type="checkbox"/>	Weekly team meetings	15 mins	30 mins	60 mins
<input type="checkbox"/>	Biweekly team meetings	15 mins	30 mins	60 mins
<input type="checkbox"/>	Socials	15 mins	30 mins	60 mins
<input type="checkbox"/>	All hands / Large-format team meetings	15 mins	30 mins	60 mins
<input type="checkbox"/>	Project briefings	15 mins	30 mins	60 mins

INDIVIDUAL MEETINGS

<input type="checkbox"/>	Weekly 1:1s	15 mins	30 mins	60 mins
<input type="checkbox"/>	Biweekly 1:1s	15 mins	30 mins	60 mins
<input type="checkbox"/>	Coffee chats	15 mins	30 mins	60 mins
<input type="checkbox"/>	Quarterly performance reviews	15 mins	30 mins	60 mins
<input type="checkbox"/>	Annual performance reviews	15 mins	30 mins	60 mins
<input type="checkbox"/>	Annual goal-setting sessions	15 mins	30 mins	60 mins
<input type="checkbox"/>	L&D / Growth check-ins	15 mins	30 mins	60 mins

GETTING WORK DONE WHILE BEING A GOOD BOSS

<input type="checkbox"/>	No meeting day(s)	M	T	W	R	F
<input type="checkbox"/>	Flow blocks (no meetings)	9am to noon	1 to 3pm	3 to 5pm		
<input type="checkbox"/>	Slack / Email rules	<hr/>				
<input type="checkbox"/>	Exceptions for clients	<hr/>				

CREATE CALENDAR CONTROLS (BEFORE IT'S TOO LATE)

	MORNING	AFTERNOON
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		

ORG CHART WITH NEXT 5 HIRES CIRCLED



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