

LEAD WITH CONFIDENCE

RECLAIM YOUR TIME AND FOCUS



DOLAND WHITE

The Three-Column Hack: Why It Matters & The Risks of Ignoring It

Effective leadership isn't about doing everything—it's about prioritizing what truly drives growth. The Three-Column Hack is a powerful decision-making tool that helps leaders reclaim their time, focus on strategy, and empower their teams. When paired with the 4 Pillars of Empowerment, this method ensures leaders maximize their impact.

- ◆ Enhances Leadership Effectiveness – Shifts focus from reactive tasks to strategic growth.
- ◆ Empowers Teams Through Delegation – Strengthens trust, autonomy, and accountability.
- ◆ Improves Efficiency & Focus – Eliminates unnecessary tasks that drain time and energy.
- ◆ Reduces Burnout & Overload – Allows leaders to lead instead of getting stuck in the weeds.
- ◆ Drives Business Growth – Ensures that every action aligns with high-impact goals.

The Risks of Ignoring This Process

Failing to reassess how time is spent can cripple leadership effectiveness and stall growth. Without a structured approach to delegation and elimination, businesses and leaders face significant risks:

1. Decision Fatigue & Burnout – Too much time spent on non-essential tasks leads to exhaustion and poor decision-making.
2. Bottlenecks & Slowed Execution – Leaders who don't delegate become the bottleneck, stalling team progress.
3. Lack of Team Growth & Development – Holding onto tasks prevents team members from developing critical skills.
4. Misalignment with Strategic Goals – Time wasted on low-value activities takes away from high-impact growth initiatives.
5. Decreased Innovation & Agility – Leaders bogged down in daily tasks lack the space to think strategically and innovate.

Next Steps

Start implementing the Three-Column Hack today to shift from doing to leading. Combine it with trust, communication, and accountability to unlock higher performance, stronger teams, and faster business growth.

The Three-Column Hack

Here's how it works: grab a piece of paper, or your notes app, and create three columns:

1. What Am I Doing Today?
2. What Can I Delegate?
3. What Can I Stop Doing Altogether?

This exercise is all about getting clear on where your time is going and figuring out how to free yourself up to lead. Let's dive into each column.

Column 1: What Am I Doing Today?

Start by listing out everything you're handling today—big or small. Meetings, emails, problem-solving, you name it. This gives you a clear snapshot of where your time is currently going.

Column 2: What Can I Delegate?

Now, take a look at your list and ask, "What can someone else handle?" This is where the first pillar, Trust and Autonomy, shines. Delegating isn't about offloading work—it's about empowering your team to take ownership. Here are three tips to make delegation work:

1. **Match Tasks to Strengths:** Delegate tasks based on your team member's strengths and development goals. This not only ensures the task gets done well but also helps your team grow.
2. **Provide Clear Instructions:** Set clear expectations and provide the necessary context so your team knows exactly what success looks like.
3. **Trust, but Verify:** After delegating, check in periodically to ensure things are on track without micromanaging. This reinforces accountability while giving your team the space to excel.

Column 3: What Can I Stop Doing Altogether?

Finally, ask yourself, “What’s on this list that doesn’t actually need to be done?” This is where Communication and Transparency come into play. Cutting out unnecessary tasks frees up your time and helps everyone stay focused on what really matters. Here are three tips to help you decide what to stop doing:

1. **Assess the Impact:** If a task isn’t contributing to your strategic goals, it’s a candidate for elimination. Focus on activities that align with your mission and drive results.
2. **Consider the Opportunity Cost:** Every task you do means something else doesn’t get done. Ask yourself, “What am I giving up by doing this?” If the cost is too high, it’s time to cut it.
3. **Listen to Feedback:** Sometimes, we hold onto tasks out of habit or a sense of obligation. Check-in with your team or peers to see if they find value in what you’re doing—or if they think it’s something that could be dropped.

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