



Use this tool with your team / family (with some wording adjustments) to affirm they recognize the value of their time and pledge to make the most of their scarcest resource!

The Time Pledge

I know my time and my team's time is one of our most valuable assets and I need to use it wisely. I know that by choosing where and how to spend my time, I am also choosing where I don't spend my time. From this day on, I pledge to think about my time as an investment – an investment in myself and my team. I will take action to invest my time in ways that will help achieve my individual and team goals. That investment comes with trade-offs on how much time I can invest on any one thing, on where I actively choose not to invest my time, and in how to make the time I invest more productive. Thinking about my time this way is the difference between spending time and investing time.

I pledge to help my team lead how our company / business invests time. As a starting point, I pledge to make an active decision to reallocate at least six minutes of every work hour toward something that is a better investment of my time. This is 10% of an hour.

I pledge to do this by:

Helping to make the meetings I lead or participate in more productive;

Investing my time in the most urgent items;

Eliminating or reducing the time I invest on items that don't provide a good enough return on my time investment;

Working with the efficiency and innovation teams to identify better business processes.

Being vocal to my manager and team with my ideas about how I can better invest my time.

I pledge to work with my manager and team to use all of the tools available to make this time investment mindset a reality.

Signature

