



Human Resources

# Supervisors Meeting: February 19, 2026

**Time Management & Prioritization:  
Regaining Control to Lead with Impact**



# Learning Outcomes:

- Differentiate urgent noise from strategic impact to prioritize with precision.
- Establish a weekly ritual for "people-first" leadership with 'The 9-Minute Monday' tool.
- Align your daily calendar with your long-term goals utilizing strategic time blocking.
- Influence the next iteration of U of A supervisor onboarding.





# The Supervisor's Dilemma:

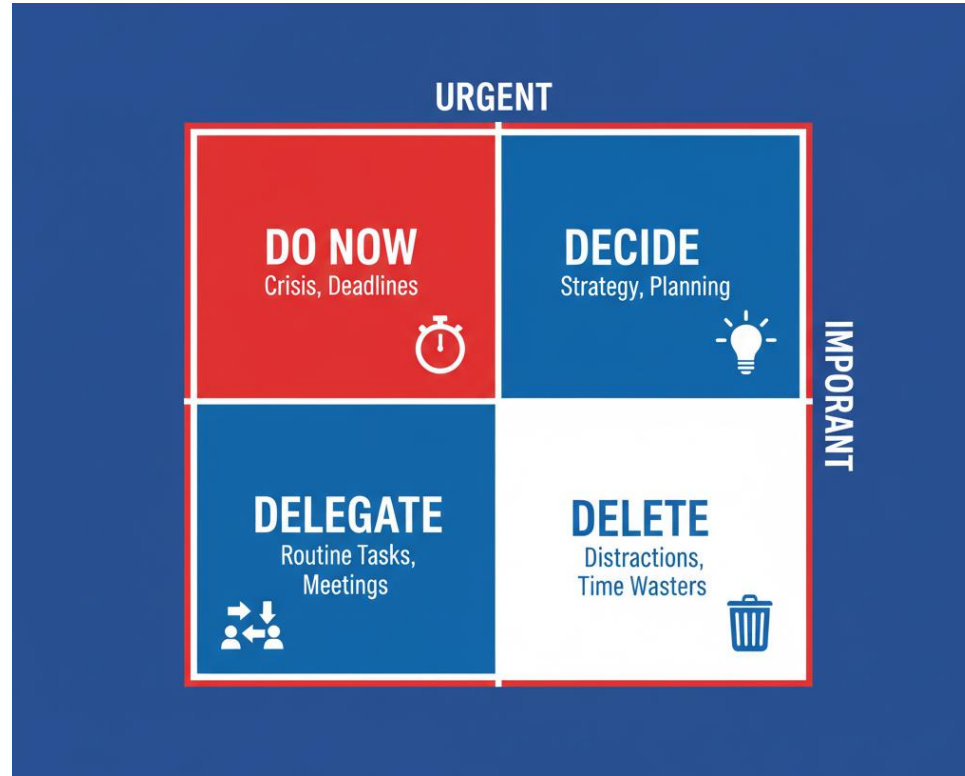
Your *time is your most limited, non-renewable resource*, yet it is the one most subject to theft.

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Every hour spent reactively 'putting out fires' is *an hour stolen from strategic leadership*.



# Tool: The Eisenhower Matrix



# Tool: '9-Minute Mondays' Before the Inbox Takes Over

## First 3-Minutes:

### CARE

Ask Yourself:

*Who needs a check-in?*

## Next 3-Minutes:

### GROWTH

Ask Yourself:

*What can I delegate?*

## Final 3-Minutes:

### RECOGNITION

Ask Yourself:

*Who did something great?*



# Tool 3: Time Blocking

## From Matrix to Calendar

- **Budget Your Brainpower:** Schedule high-focus tasks when you are at your sharpest.
- **Batch Routine:** Group emails/admin to avoid interruptions.
- **Protect Being Proactive:** If strategy isn't scheduled, it won't happen.
- **Embrace the Buffer:** Leave space for the unexpected 'Do Now' crisis/deadlines.
- **The Calendar Is the Contract:** Treat a block like an important leadership meeting. Do not schedule over it.

**8:00 AM – DO NOW:**  
Check-Ins/Deadlines

**9:30 AM – DECIDE:** Strategy & Planning

**12:00 PM – RECHARGE:** Personal/Lunch

**1:00 PM – DELEGATE:** Meetings/Admin





# IN CHAT

What is one 'non-negotiable' boundary you have set on your calendar that has positively impacted your productivity or helped manage your stress?





# Resources & Workshops: Spring 2026 Offerings

March 18:

**Conversations That Matter**  
9:00 AM - 4:00 PM, In-Person  
*Only a few spots left!*

April 6-17:

**LinkedIn Explorers (Virtual)**  
Upcoming Theme: Career Development  
*Fill out an interest form to gain early registration access!*  
Registration officially opens in March.

April 27-30:

**Crucial Conversations (Virtual)**  
9:00 AM - 12:00 PM, 4 days of learning  
*Register in EDGE, by April 20<sup>th</sup>!*



# Seeking Your Feedback: Supervisor Onboarding

