



TRACK 3: WHAT'S SHAKIN' YOUR LADDER? COACHING WITH SAM CHAND

NEXT STEPS

LESSON 5: MANAGING TIME, MANAGING PEOPLE

I. [Click here](#) to watch the video by Sam Chand on **Essential 1: Time Allocation** and [click here](#) to watch **Control vs. Delegation**, and complete the following brief outline:

Allocation vs. Management:

1. There is no such thing as _____.
2. Time allocation means _____.
3. You can manage your _____ by allocating time.

Breakdown of Delegation:

1. There is a difference between _____ and _____.
2. Delegation says, "You can do it _____ than me."

3. On the other hand, what negative consequences have you experienced when you chose to remain in control of a responsibility that should have been delegated?

4. On any typical day, how are you prepared for unforeseen interruptions? Explain your answer.

After you've completed the assignments, save this PDF and email it to your coach.