

Find Time for Priorities

At the June 2025 Leadership Town Hall, we asked Health PEI leaders **What's preventing you from being able to deliver on expectations and results?**

The overarching theme was **a lack of time** stemming from:

- Insufficient human resources
- Excessive and unproductive meetings
- Competing priorities
- Ineffective decision-making and other processes
- Ineffective communication

While Human Resources is working hard to alleviate staffing shortages, we asked participants for ideas to reduce the other barriers.

Below is a summary of these ideas to find more time in your day.

As you read these, ask yourself: **Is this an area where I could improve?** If so, take a step in that direction. (We've listed some helpful Harvard ManageMentor courses on page 2.)

Empower

- **Trust and empower staff and front-line managers** to make decisions.
- **Include staff in the setting of goals**; amplify frontline voices.
- **Empower staff with realistic deadlines** and shared accountability.
- **Become comfortable with uncertainty**

Simplify

- **Reduce the levels in approvals** and/or clarify decision-making roles to prevent delays.
- **Streamline stakeholder engagement** to avoid diluted direction.
- Use **judgment-based risk-taking** instead of rigid controls and reactive rule-setting.
- **Create SOPs** for routine tasks.
- **Use AI as appropriate and collaborative tools** to minimize inefficiency (ex. CoPilot for editing non-confidential messages, sharing document links via Teams rather than copies for version control)

Clarify

- **Clarify top priorities**, then review and align work plans.
- Promote **awareness of workloads** to manage resources wisely.
- Keep **role and staffing communication current** to improve coordination across the organization.

Communicate

- **Be transparent** about workflows, expectations, and accountability.
- **Balance communication methods** (in-person, email, one-on-one, meetings, etc.)
- Confirm **message comprehension**.
- Adapt leadership messages to be **clear, timely, and audience-aware**.
- **Communicate expectations** with consistency.

Be strategic

- **Think beyond the present**, consider how capacity may change and plan for it
- Engage diverse perspectives and **collaborate across divisions**
- **Model** pushing back on anything that isn't a true priority.

Have fewer/more productive meetings

- see the [Better Meetings Checklist](#).

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