

Capacity Model - Time management survey

Evaluation of the Model: Red / Blue / Black Time

The model effectively encourages leaders to reflect on [where they invest their time](#):

- **Red (Admin & Process):** Often the least strategic, typically low-leverage and repetitive.
- **Blue (Management of Today):** Core functional leadership—important for stability but not growth.
- **Black (Strategic Thinking for Tomorrow):** Highest ROI long-term but often neglected due to immediate pressures.

- Encourages [self-awareness](#) and [prioritisation](#).
- Supports a culture of [accountability and delegation](#)

Theme: "Where do I spend my time?" | Response Scale: Always / Usually / Sometimes / Rarely / Never

NOTE Please refer to Capacity model framework

1. I spend significant time completing administrative or repetitive tasks.

ALWAYS	USUALLY	SOMETIMES	RARELY	NEVER

2. I personally handle tasks that could be automated or delegated.

ALWAYS	USUALLY	SOMETIMES	RARELY	NEVER

3. I attend meetings where my contribution is not critical to decision-making.

ALWAYS	USUALLY	SOMETIMES	RARELY	NEVER

4. I get caught up in solving low-impact issues rather than empowering others

ALWAYS	USUALLY	SOMETIMES	RARELY	NEVER

5. I respond to most emails and messages myself instead of filtering or redirecting.

ALWAYS	USUALLY	SOMETIMES	RARELY	NEVER

6. I regularly check in with my team on progress against current goals

ALWAYS	USUALLY	SOMETIMES	RARELY	NEVER

7. I am consistently involved in managing people's tasks and deliverables.

ALWAYS	USUALLY	SOMETIMES	RARELY	NEVER

8. I spend time firefighting or solving problems that reoccur.

ALWAYS	USUALLY	SOMETIMES	RARELY	NEVER

9. I feel responsible for maintaining the day-to-day operations.

ALWAYS	USUALLY	SOMETIMES	RARELY	NEVER

10. I hold people to account regularly for delivery and results.

ALWAYS	USUALLY	SOMETIMES	RARELY	NEVER

11. I dedicate time weekly to thinking about long-term goals and direction.

ALWAYS	USUALLY	SOMETIMES	RARELY	NEVER

12. I block time in my calendar for strategic planning or reflection.

ALWAYS	USUALLY	SOMETIMES	RARELY	NEVER

13. I make time to coach or develop emerging leaders in my team

ALWAYS	USUALLY	SOMETIMES	RARELY	NEVER

14. I actively challenge the status quo and encourage innovation.

ALWAYS	USUALLY	SOMETIMES	RARELY	NEVER

15. I review structures and processes to improve efficiency or impact.

ALWAYS	USUALLY	SOMETIMES	RARELY	NEVER

16. I delegate tasks effectively based on team members' strengths and growth areas

ALWAYS	USUALLY	SOMETIMES	RARELY	NEVER

17. My team members have clearly defined roles and responsibilities.

ALWAYS	USUALLY	SOMETIMES	RARELY	NEVER

18. I regularly reassess my team structure to ensure it aligns with strategy.

ALWAYS	USUALLY	SOMETIMES	RARELY	NEVER

19. I empower my team to make decisions without constant oversight.

ALWAYS	USUALLY	SOMETIMES	RARELY	NEVER

20. I provide timely and constructive feedback to help people grow

ALWAYS

USUALLY

SOMETIMES

RARELY

NEVER

21. Name 3 things you could do to improve your strategic thinking time.

22. Describe what you are actively doing around your own succession planning.