

Reclaim Your Time. Multiply Your Impact.

Most leaders are busy. Fewer are clear.

The Leader's Ascent 4D Tool



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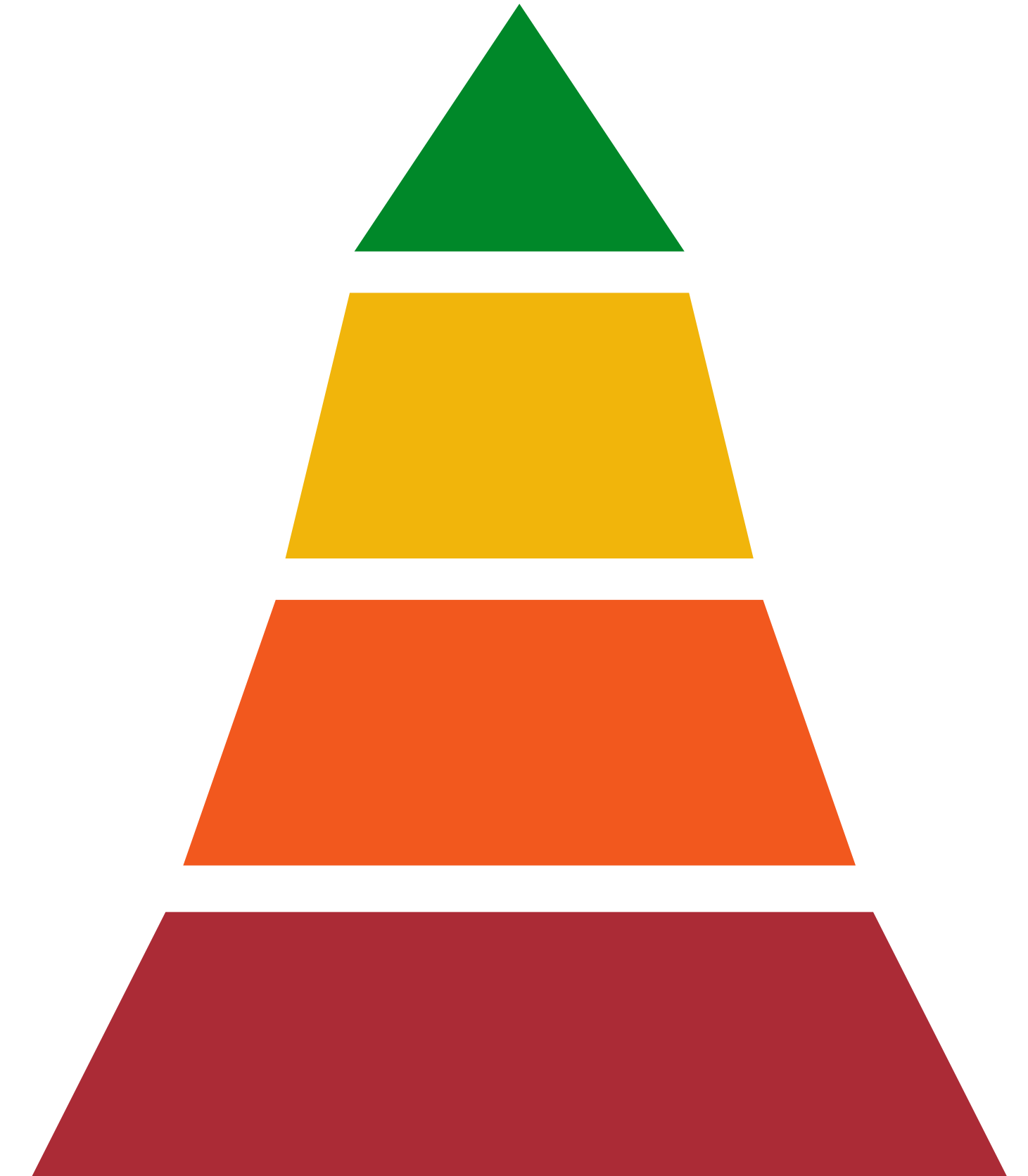
Most leaders are busy. Fewer are clear.

This simple tool helps you move from overwhelm to intentionality by mapping how you actually spend your time, and whether it reflects the kind of leadership culture you're trying to build.

Using the ***Leader's Ascent 4D*** Tool, you'll identify what only you should be doing, what you're ready to hand off, and where you have an opportunity to develop others.

Whether you're in your first year of leadership, a seasoned entrepreneur, or a C-suite leader, this tool offers a practical starting point to shift from holding everything to multiplying leadership in your team.

Let's start climbing!



Step 1 Track What Filled Your Week

Make a list of the most common activities, responsibilities, and decisions from this past week.

Think about:

- ▶ meetings
- ▶ team issues
- ▶ problem-solving
- ▶ creative work
- ▶ 1:1s
- ▶ Anything else you spent energy on last week

Create a list, and take as much time as you need.

Task	Notes
Led executive team meeting	Strategic visioning
Rebuilt client slide deck	Took 2+ hours
Interviewed new hire candidate	First-round screening

Step 2 Place Each Task on the Mountain

Starting at Base Camp, we are going to categorize all of your tasks.

As we move up the mountain, you will lighten your pack, one step at a time.

Leadership isn't just about climbing higher — it's about bringing others with you.

The summit is reserved for what only you can do. But the path to get there is shared.

DROP Base Camp

At Base Camp, think:

“What’s weighing you down?”

This includes tasks that don’t align with your role, zap your energy, or have little impact on your business activities.

- ▶ Meetings that lack outcomes
- ▶ Work someone else already owns (but you’ve taken back)
- ▶ Tasks that don’t move the mission forward
- ▶ Legacy processes, duplicated efforts

Your Bold Move: Identify what you need to **DROP** and start offloading. Lighten your pack before we start climbing.



DELEGATE First Ascent

It's time to start climbing. As you get started up the mountain, think:

“What can someone else carry with confidence?”

We want to hand off both responsibility and accountability. Responsibility without accountability only keeps us tethered to the task.

- ▶ Work that others already know how to do
- ▶ Processes you're still managing out of habit or control
- ▶ Low-leverage responsibilities blocking high-leverage thinking

Your Bold Move: Write down what you're ready to **Delegate** and *to whom*.



DEVELOP Climbing Partner Zone

Your pack is getting lighter, but to reach the peak you need to optimize. Think:

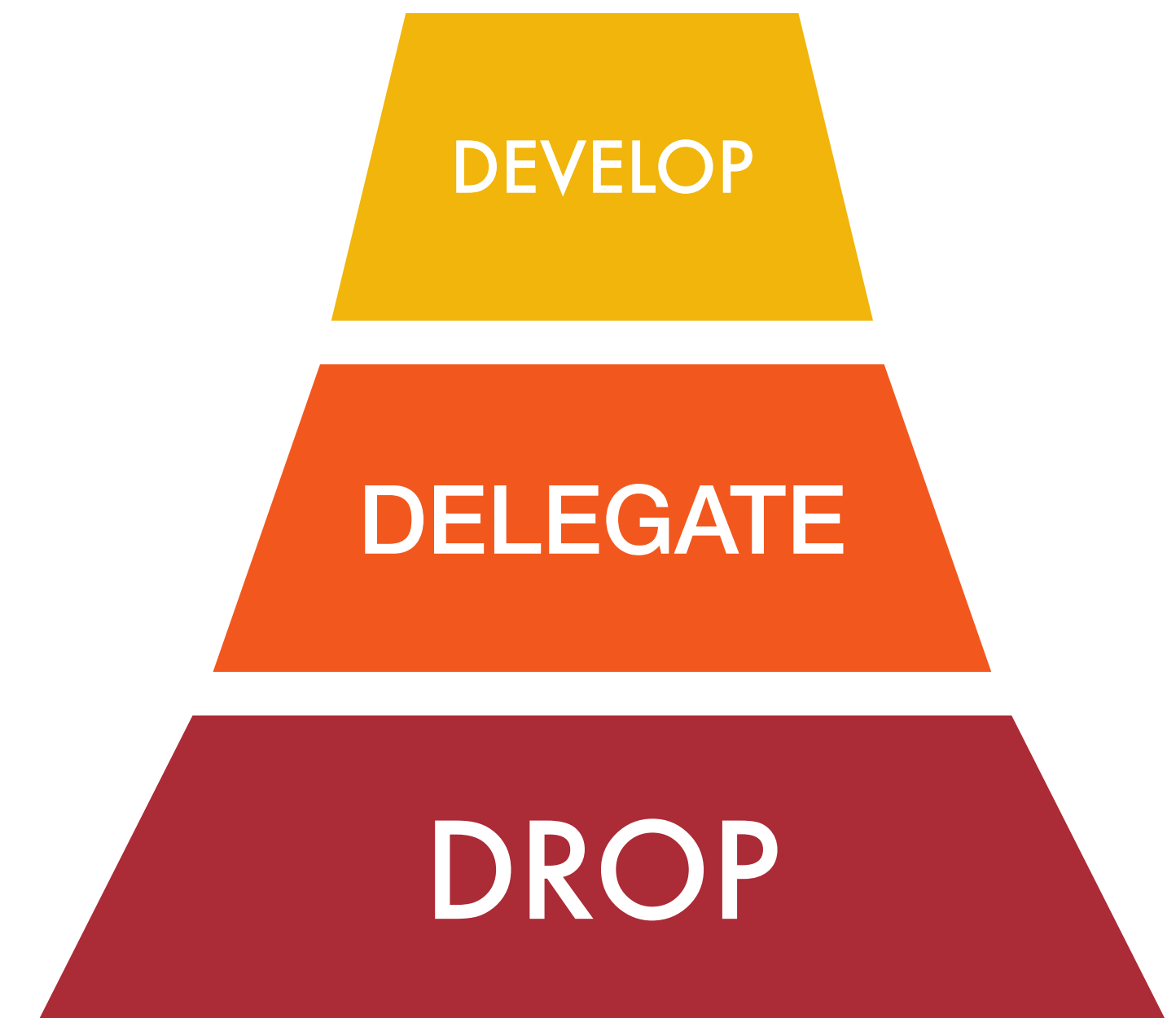
“Who are you bringing up with you?”

We need to slow down, spend intentional time apprenticing someone, and walk alongside them as they develop. That’s likely how you learned what you know. And if it isn’t, then you certainly don’t want to repeat the way you learned.

- ▶ Tasks someone else could own with guidance
- ▶ Coaching moments, decisions, or relationships you could share
- ▶ Decision-making frameworks you need to build

This is the messy middle: you will be slower at first, but scaling over time will maximize your time.

Your Bold Move: List 1-2 people and what you can **Develop** in each of them.



DO Reaching the Summit

You're almost there! Think:

“Where do you create the most value?”

This is where you need to focus your attention and your calendar.

- ▶ Strategic thinking
- ▶ High-trust relationships
- ▶ Big-picture decision-making

This is the work only you can do, and you **must protect it**. It is not selfish! This is why you do the work you do. **Protect this space at all costs.**

Your Bold Move: Circle 2–3 **DO** tasks to protect and prioritize. When they appear on your calendar, no one can touch them.



Step 3 Reflect + Reset

Ask Yourself:

What surprised you as you mapped your mountain?

What rhythm will help you develop instead of just delegate?

What task or meeting are you ready to hand off with intention this month?

Step 3 Reflect + Reset

Next Step Reflection

My next right move up the mountain is:

One conversation I need to have this week is:

Step 3 Reflect + Reset

Now focus on your **DEVELOP** column.

Who could take this on with the right development?

What do they need to know (values, criteria, process)?

When can you start walking alongside them?

What rhythm (1:1s, team huddles) will support the handoff?

Step 4 Align with your [ORG] ID

Does how you spend time reflect what you say you value?

Are you reinforcing the leadership culture you're trying to build?

If not, what's one rhythm, habit, or mindset you need to adjust this month?

My leadership rhythm to adjust is:

This tool is part of the Leaders Rising Network [ORG] ID ecosystem, designed to align your leadership rhythms with your organizational identity.

Visit leadersrisingnetwork.com/tools to explore visual frameworks, development tools, and people systems that scale with you.

Your 4Ds Worksheet

What do you need to DROP ?	Notes

What do you need to DELEGATE ?	To Whom?

Your 4Ds Worksheet

Who can you DEVELOP ?	Notes

What do you need to DELEGATE ?	To Whom?