



Finding the balance: A RAG template for line managers

Balancing your own workload while supporting your team is no easy task. **This simple RAG template is here to help you pause, reflect and reset.**



How to use this tool

For each statement, ask yourself: **How true is this for me right now?**

-  **Red:** Needs attention - I'm struggling in this area
-  **Amber:** Room for improvement - I'm getting there, but it could be better
-  **Green:** Going well - I'm confident and consistent here

Use the **notes and next steps** column to capture any thoughts or small changes you want to try. This isn't about doing everything perfectly - it's about giving yourself space to think.

Focus area	Self-check statement	Red	Amber	Green	Notes and next steps
Time	I regularly set aside focused time for my own work without constant interruptions.	☐	☐	☐	
	I make space in my diary for regular 1:1s and check-ins with my team.	☐	☐	☐	
Prioritisation	I feel clear on what my top priorities are each week - for me and for my team.	☐	☐	☐	
	I'm comfortable pushing back or renegotiating deadlines when needed.	☐	☐	☐	

Delegation

I don't try to do it all. I delegate with confidence and clarity.

☐☐☐

I trust my team to take ownership of tasks - and they know I've got their back.

☐☐☐

Boundaries

I can say "no" when something isn't realistic or helpful.

☐☐☐

I set clear expectations on when I'm available - and stick to them.

☐☐☐

Wellbeing

I'm not running on empty - I take breaks, log off on time, and check in on myself.

☐☐☐

I encourage my team to do the same - and lead by example.

☐☐☐

Clarity

My team knows what's expected of them - without needing me to micromanage.

☐☐☐

I've created space for my team to learn, grow and make decisions.

☐☐☐

Tip: If you're seeing more reds or ambers than you'd like - take it as a signal, not a failure. Start small. Pick just one area to focus on this week. You're not alone - and every step counts.

Looking for more support?

Our **Line Manager Essentials Training** has even more resources to help you manage your time, protect your energy and support your team - all in a way that works for you.



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 **breathe**