

Help! I don't have time to delegate

with
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“think
learn?
succeed”

Want to get more out of your day?

First, recognise that you can't do everything, then master the art of delegation.

Tasks managers should delegate include:

- Routine jobs – e.g. filing, writing standard reports, processing standard data, etc.
- Minor decision-making
- Responding to standard client enquiries
- Tasks you are not good at

**If you want to be successful at delegating, then prepare.
Follow this checklist to get great results:**

- Write down the end result you want the staff member to achieve
- List the steps involved in getting that result
- Decide on performance standards for each step
- List any training or back-up the staff member will need
- Spell out the results you expect
- Explain which tasks take the highest priority
- Talk through the levels of authority the staff member has been given
- Give deadlines for completing each task
- Set a date to meet with the staff member and review progress

Read More About It

Morgenstern, J: 2007 Organizing From The Inside Out

Look around your workspace. Can you find everything you need immediately?

Or are important tools and documents buried beneath clutter? Julie Morgenstern claims that you can have an organised office by taking three simple steps:

1. Stand back and take stock of your current systems
2. Create an action plan that takes your personality into account
3. Take action to set up your ideal workspace.

This book inspired me to move beyond clutter and create a smoother-flowing workplace.

Eleanor Shakiba, Director

Think Learn Succeed

**Book Eleanor to run a course for your team
Call 0433 126 841 for quotes and bookings**