

# Giving a clear brief

by Hedley Galt

Get things done right the first time? How?  
By giving clear and easy-to-understand instructions.

**Giving a clear brief can be as easy as 1 – 2 – 3.** Here are some key tips to help you delegate more effectively:

## 1. Plan what you want to say

Make sure you are successful in communicating your instructions by planning first. Be clear on:

- what the outcome for the task is
- the timeframe
- the resources required
- any other details that the other person will need to be able to complete the job successfully.

## 2. Adapt your communication style

Identify the learning style of the person you are delegating to and then adapt your communication style to suit. This will ensure your message gets through effectively.

## 3. Check for understanding

Never accept a nod as confirmation that the person has understood your instructions. Always ask for detailed clarification so you can correct any misunderstanding.

## Learn More About It

Don't have time for delegation? Then you need the quick-to-apply strategies in TLS' Master Your Time workshop. In just one day, you will learn how to get much more done in far less time.

- Discover the secrets of highly organised people
- Avoid the 'urgency trap'
- Sort out your priorities
- Have a wide range of time management tools at your fingertips

An essential workshop for anyone who wants to work more efficiently and productively!

**Book Hedley Galt to run a course for your team**

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