

EFFECTIVE DELEGATION

Delegating tasks is one of the best solutions to avoiding wasted time and low productivity.

Some ideas to keep in mind when delegating are as follows :

- **Pick people who are reliable and know how to handle responsibility well, (this should come from the team that you have already assembled, if they are made up of the right people).**
- **Make sure the tasks are matched to the individuals in those areas where they have expertise and are efficient in performing them.**
- **Within well defined boundaries, acknowledge to yourself before you delegate that staff may not handle tasks in the same manner that you would, or with the same efficiency.**
- **In conjunction with the above point, weigh up the personal time saved by delegating, then delegate effectively, and don't step in to take over the task.**
- **Make sure you listen to the ideas of the people to whom you are delegating, and allow them to stamp their own personality on the tasks you have given them.**
- **New delegates should be gently eased into the process with simple tasks which are built up from there.**
- **Make proper notes on tasks, write your ideas down, and give them to the people to whom you are delegating so they are aware of objectives and deadlines.**
- **Maintain an awareness toward deadlines with regular updates and information sessions for those involved.**