

Stuff That Works At Work

Chapter 15

“Delegating”

Take Action

Stuff That Works At Work

Chapter 15 Take Action: Content

- Every Monday morning, review your to-do list and identify what you can delegate and to whom you can delegate it to. Then do it!
- Read a book or article about how to delegate effectively. One of my favorites is “How To Delegate” by Robert Heller. Then start by delegating one task on your to-do list.
- Find an item on your to-do list, which would be better done by your boss or another peer. Force yourself to delegate the task. This takes practice, so consistently practice eliminating unimportant things or delegating them to others.
- Invest time on Stuffthatworksbooks.com to find ways others have made collaboration work for them

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Chapter 15 Take Action: Action 1

Every Monday morning, review your to-do list and identify what you can delegate and to whom you can delegate it to. Then do it!

ACTION

This is a critical first step to a productive week.

Ask the following questions:

1. Is there someone who is better suited to get this item done. They have better data, better skills, are more proficient or have more time.
2. Are there pieces of this assignment that can be delegated. Can I break it up and distribute it to get it done faster.
3. Who requested this work? Can I simply give it back to them?

This is not about avoiding work. This is about getting the correct work done in the most efficient manner.

EXAMPLES

To DO	Can I Delegate	To Whom
Filing of reports	Yes	Jim Owes me one
Analysis of Revenue	Yes	Ask Finance for help
Review of Invoices	Yes	Ask Dan to find exceptions
Building presentation	No	Faster for me to do
Competitive Research	Partial	Sue can Collect Google Searches

Hey Jim,

I am swamped today getting ready for the quarterly review.

Can you please help me by filing the attached reports. I know the system is a pain but you do owe me from last month.

Thanks,

Joe

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Chapter 15 Take Action: Action 2

Read a book or article about how to delegate effectively. One of my favorites is “How To Delegate” by Robert Heller. Then start by delegating one task on your to-do list.

ACTION.

There are a host of good books and articles on delegation.

Like time management this is a skill that requires refreshing on a periodic basis.

I strongly suggest that you invest time re-learning the skill and deliberately applying it.

I will pick up one delegation book a year and then try to read it 30 minutes every day until done. I will do it during breaks at the office or over lunch.

By reading it at the office I find it easier to apply the learning immediately.

The key is to refresh the mind and put the action steps into real world practice.

EXAMPLES

Hey Team,

Attached please find a link to an expense summary file on the share drive.

I am asking that each of you enter your weekly total expenses into the file by Thursday of each week.

Thanks,

Joe

Hey Sue,

I need you to attend the weekly account review. Attached you will find a recap form I would like you to send me after each weekly meeting

This is a great opportunity for you to learn about our customers and sales people.

Joe

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Chapter 15 Take Action: Action 3

Find an item on your to-do list, which would be better done by your boss or another peer. Force yourself to delegate the task. This takes practice, so consistently practice eliminating unimportant things or delegating them to others.

ACTION.

Delegating up is a difficult thing for people to learn.

Lot's of people can dump and run. The skill is to delegate up in such a way that the leader likes it and appreciates it.

I have found the key to this is to delegate to their sweet spot. Allow them to provide value in an area they are great at.

TO delegate up in this manner you have to know the person you are delegating to very well.

It takes practice so get to it.

EXAMPLES

Boss,

I have been struggling with generating meaningful insights from our revenue analysis.

Attached are all of the facts but I could really utilize your help in drawing impactful insights.

Can you help by sharing your thoughts with me at our week update tomorrow?

Joe

Sue,

I was reviewing my to do list and one item is the development of a new approval process.

I think this would be better accomplished by you with the executive team.

I am asking for you to use your influence to get this done in a way far quicker than I could.

Joe

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Chapter 15 Take Action: Action 4

Invest time on Stuffthatworksbooks.com to discover more ways to add fun to daily office life.

ACTION.

This is an easy one.

I believe that each of us can help someone else.

There is so much to know and to experience. You just can not do it on your own. So the best way forward is to share and learn from each other.

Technology makes this so easy today. That is why I built the web site Stuffthatworksbooks.com.

It only reaches its potential if you join in and add the stuff that works that you have found. Please make a contribution today. Help others find the Stuff That Works.

Others have already shared their stuff that works so be sure to check the site often as there is probably something to improve every area of your life.

The community is waiting and growing. I hope you will join in and make a positive difference.

Thank you!

EXAMPLES

CONTRIBUTE

It is easy to share your Stuff That Works.

Simply click on “Contribute” from the main menu.

Then select “Submit an Idea”.

Easy!

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It is easy to Learn Stuff That Works from others.

Simply click on “Contribute” from the main menu.

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