

6 tips for effective delegation



Nobody can do it all. Everyone has limits. If you fail to acknowledge yours, you will burn out. Maybe not tomorrow and maybe not even next year, but the stress and pressure of trying to do it all will get you eventually.



Start small. Delegation is a skill and learning it needs patience, persistence and practice. Start by giving away small, uncomplicated tasks. As your confidence grows so will your willingness to delegate more.



Focus on the vital few not the trivial many. How do you spend your time. Are all those tasks necessary? Should you do them or is someone else better placed? Where can you add value? Now find your focus and decide what is critical for you to do.



Usually there is more than one way. It is tempting to think our way is the only way. More often there are different ways to achieve the same excellent result. Delegation can fall at the first hurdle if we fail to realise this.



Be clear and specific about the tasks you wish to delegate. This is not about dumping on someone else. Be considerate and offer guidance or a period of transition to enable a successful outcome.



Appreciate accomplishment. You might be bored with organising the annual conference, but if one of your colleagues has never done it, the challenge can be exciting, invigorating, and motivating.