

MaxTips!

Productive to the Max

Productivity

Performance

Profitability

Delegate and Share the Workload

MaxTips! June 2008

It is not possible to achieve all the goals in life unless you delegate and share your workload. I know, I know, You don't want to give the work to someone else. No one is trained and you certainly don't have enough time to do that. You are the only one who knows how to do it and you really are afraid that maybe someone else will do a better job. Besides, it's easier this way and you really like the job even though your chances to prove yourself will be better achieved if you work on something else.

It's time to examine your project list because if you aren't around-who is going to do the job? Create a plan and look at what can be passed on to others. Share the work with someone who has sufficient skills, expertise and motivation. Identify the objectives, not the procedure. Outline the results required. Explain the standard, the degree of detail and how polished you need the work to be. Give a firm deadline.

Share decision-making authority with responsibility. Check in and provide feedback. Reward and praise effort as well as performance.

Investing in short-term training will create a long-term investment in productivity. If you do it now and do it right, you will reap the rewards.

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