

*MaxTips!*

# Productive to the Max

**P**roductivity

**P**erformance

**P**rofitability

## ***Take time to Delegate***

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Do you like to delegate? Good for you! You will find the process rewarding, satisfying and a wonderful growing process for you and your delegate.

Don't delegate? Why not? Is it easier to do it yourself? Are you afraid the person will not do a good job? Do you feel it is a waste of time? Think again. If you follow these efficient steps to delegating you and your staff will become more productive, efficient, effective and much happier. Investing in short-term training creates a long-term investment in productivity

- Consider what activities to delegate. Can you eliminate some? Does it need to be done? Is it too personal or confidential? Is it a routine activity?
- Give clear directions, expectations, standards and desired outcomes
- Delegate to the proper experience level and the right people
- Provide clear timelines
- Monitor progress
- Check in and give feedback.

Reward and praise.

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