



Neen James – Speaker and Corporate Trainer – will show you how to achieve amazing things in your life by boosting your confidence & being incredibly organised

"Ask Neen how you can boost your confidence with presentation skills"

January 2004

Did you make New Year's Resolutions for 2004? Did you decide to join a gym or leave the office in daylight hours or stop eating chocolate or spend more time with your family? Whatever your resolutions for the new year might be, one way to help you achieve your goals is to delegate. Learning to delegate will give you more time, more headspace and more results. Start your new year with a resolution to delegate more of your daily workload and activities.



"It was a pleasure to work with you as our comper and speaker ... It is certainly refreshing to work with somebody who naturally goes the extra mile to ensure that EVERYTHING is well prepared and well catered for. "

L. Green -
Regional Manger -
Work Directions
Australia.

10 tips on how to effectively delegate

To often we think we are Superman or Superwoman and able to do everything ourselves. We say things like "it would be quicker to do it myself", "no one does this as well as I do" and we make ourselves believe we are the only one who can do our job or complete a project a certain way. This thinking reduces your productivity and prevents you achieving your goals. Choose to delegate. Choose to be more productive by teaching others and helping build their skill set.

The benefits of delegating include:

- You give others the satisfaction of learning a new task
- You reward others with more responsibility
- You free up headspace to allow you to focus on other strategies
- You empower those around you to achieve more

Here are a couple of tips to help you delegate.

1. Trust people – One of the biggest reasons you don't delegate is because you don't trust other people to complete a task or activity your way. Once you accept people will not do things exactly like you (and maybe your way is not the best way...) you will be better equipped to trust others. Accept that sometimes 80% (not 100%) completion is better than 0% completion.

2. Trust yourself – believe you will give people the best instructions on how to complete tasks, know that you are the best person to delegate activities. Trust what you know.

Neen's Recommended Reading for the Month

The E Myth Revisited



Michael E. Gerber

3. Try delegating small tasks first – to build your trust when delegating, start with small and less important tasks to build up your confidence that people can follow your instructions.

4. Create a template for task delegation - write down specific details of the action, the date and time required, relevant documentation that relates to the task and the interested parties in the task. Explain this to the person you are delegating to, then check off the completed task against your template or written instructions.

5. Ask the person to repeat their understanding to you – once you have delegated the task ask the person to describe back to you (in their own words), what the task is and how it is to be completed. At this point you can clarify any misunderstandings.

6. Communicate your expectations – people don't read minds. Be clear if you have expectations, explain these in detail and once again get the person to repeat them back to you. If you have a certain way of doing something and you want that repeated – make that very clear.

7. Set clear timeframes – be specific about when you want the task or activity completed. Be specific about the date and time and provide the reasons why this is required. Often when delegating we get frustrated because people don't complete things in the same time we do, understand while people are learning it may take more time.

8. Give feedback – once the task is completed let the person know how they performed according to your instructions, expectations and timeframes.

9. Reward the delegate and congratulate yourself – take time to recognise their achievement through praise or an appropriate reward. Congratulate yourself for trusting someone else to complete activities or tasks you would normally complete yourself.

10. Release control – recognise you can't do everything all the time and you may benefit from the help of others – learn to delegate.

Remember delegating will help boost your productivity and help you focus on more important tasks while still achieving results – challenge yourself to delegate something today.

Recommended Events for your Diary

Business Chicks breakfast series

As you know one of the charities I support is the Kid's Help Line. They have a fabulous Business Chicks breakfast series and the next one is 13th February 2004. Support this great day and win fabulous prizes including Tiffany jewellery,



Whether you are a small business or large company you will enjoy this great book full of ideas - especially how to work on your business rather than working "in" your business.

Recommended Networks

Check out the fantastic Business Women's Breakfast series in Sydney and Melbourne run by [Centrum Events](#) - it is a fantastic opportunity to hear a great speaker, network with like minded business women and a great way to catch up with friends each month.

I am regularly asked who does my newsletter and can thoroughly recommend Cherie at Limestar Design Studio:
www.limestar.com.au
[> Email Us](#)



Please feel free to share this information with your friends and colleagues. If you would like to republish these tips

weekends away and much more.

7.15am - 8.45am, at the Shangri-La Hotel Sydney,
176 Cumberland Street, The Rocks. Find out more by phoning
Jane McCallum - Marketing Manager - Ph: (02) 9415 4011. Get
a table of other business chicks together and treat yourself.

Connect - Marketing Professionals Network

This excellent small business network
in Sydney & Melbourne meets on the
first Friday of each month. Check out
Robyn Henderson's great advice on
Strategic Alliances - the New Playing
Field on 6th February in Sydney - find out more at
www.connectnetwork.com.au



Cicero Project - 3 Day Art of Oratorion Workshop

This fantastic 3 day event will help you
be the best presenter you can be.



28th - 30th April in Sydney - book now.
Find out more at www.ciceroproject.com/events

Do you need help organising Your team? Your work place? Your business? Your conference? Your Life?

If so, give me a call on **0412 733 986** and we can chat about
how we can help you to achieve amazing things in your life by
being incredibly organised.

please credit this to
Neen James.

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Do you need an MC for your function or event?

If so, give me a call
on **0412 733 986** or
[email me](#).

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