



Organizing For Your Business Success

by Kathryn R. Bechen

Organized Delegation

In her new book, *The Organized Executive*, author Stephanie Winston notes that "delegation is not simply a means of increasing productivity, but a means of actually multiplying it—by one-third or more."

We use "organized delegating" in our office, and IT WORKS!

Some tips:

1. **DELVE.** Delve into that overflowing In-Box and crammed briefcase. Sort out the papers and find your Master To Do List.
2. **DIVIDE AND CONQUER.** Divide your Master To Do List into three headings: "Tasks to Fully Assign," "Tasks to be Shared," and "Tasks I Must Do Myself."
3. **DEVELOP A PLAN.** It's up to the manager to develop the "big picture" plan behind the duties which will be delegated.
4. **DECIDE.** Decide which of your staff is most suited for which task or project. Remember to match up their abilities, interests, and personalities. This keeps people interested in and most productive in their work.
5. **DETAILS** Don't forget the details. Staff members should create a "Status Sheet" on the computer which lists each project they have been delegated and its current status. When it's time for a Status Meeting, the details are in writing.
6. **DISCUSS.** Remember, communication is necessary in order to delegate effectively. A 15 minute "Status Meeting" every day, or at least 3 times per week keeps both manager and staff informed and able to "work out the bugs" along the way.
7. **DETERMINE DEADLINES.** Completion deadlines are a must when delegating. Set a date and do your best to stick to it. Set benchmark deadline dates on large projects.
8. **DESIGN A DELEGATION FORM.** A form can be attached to short delegation tasks. State the date given, directions for completing the work, and a date and time deadline.

9. **DETERMINE OUTSIDE RESOURCES.** Don't forget the possibility of hiring service businesses, temps, consultants, and other outside resource people to delegate to. These people can be an effective resource if no one on your staff has the specific skills needed to do a job the most effectively. Effective delegation can be not only more productive for your company, but rewarding as a manager as well. While preparing to write this article, I found a sample "Status Sheet" from my own office which I had saved as an example of delegation.

The "authors" of the note are my three HIGH SCHOOL age staff members. Talk about win/win delegation—I'm very proud of them!

12/93

Dear Kathryn,

Wow! What a day! Liz finished the copying and filing while Amy and I worked on ACT. We got a lot done. We printed out over 85 contacts. I also found out when I went to back up the computer that there is too much information for one disk. Using our R&I, (resources and initiative), I took two new disks and labeled them 2A and 2B. We also printed out the calendar. See you in 1994! HAPPY NEW YEAR!

Love,

L.A.L. (aka Laura, Amy, Liz)

P.S. Thanks for the lunch! Don & Millie's is always good. P.P.S. We picked up a few copies of BUSINESS LIFE in case you didn't have one already.

Resources and initiative? Need I say more?!

Kathryn R. Bechen is a professional business organizing consultant and is the founder and owner of the Omaha-based consulting firm Organizing With Ease. Her company is dedicated to helping businesses of all sizes increase productivity while encouraging positive self-management through the use of practical and proven organizing techniques.