

The 20-Minute Manager Series: Delegating Work: The Ultimate Guide to Empowering Your Team and Boosting Productivity

As a manager, you have a lot on your plate. It can be difficult to find the time to do everything yourself, and even if you could, it's not always the best use of your time. Delegating work is a key skill for any manager who wants to be successful. It can free up your time so that you can focus on more strategic tasks, and it can also help to develop your team members and make them more productive.

But delegating work is not always easy. There are a few common mistakes that managers make when delegating, such as:



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- Not choosing the right tasks to delegate
- Not providing clear instructions

- Not giving enough feedback
- Not following up

In this guide, we will cover everything you need to know about delegating work effectively. We will discuss how to choose the right tasks to delegate, how to provide clear instructions, how to give feedback, and how to follow up. We will also provide some tips for overcoming the common challenges of delegating work.

How to Choose the Right Tasks to Delegate

Not all tasks are suitable for delegating. When choosing tasks to delegate, you should consider the following factors:

- **The importance of the task.** The more important the task, the more closely you will need to supervise it.
- **The level of skill required.** If the task requires a high level of skill, you will need to delegate it to someone who has the necessary experience and expertise.
- **The time frame.** If the task has a tight deadline, you may not have time to delegate it effectively.
- **Your team members' skills and experience.** You should delegate tasks to team members who have the skills and experience to complete them successfully.

Once you have considered these factors, you can start to identify tasks that are suitable for delegating. Some common tasks that can be delegated include:

- Routine tasks, such as data entry, email management, and scheduling appointments
- Projects that can be broken down into smaller tasks
- Tasks that require specialized skills or knowledge
- Tasks that are outside of your area of expertise

How to Provide Clear Instructions

One of the most important keys to successful delegation is providing clear instructions. Your team members need to know exactly what you want them to do, and how you want them to do it. When giving instructions, be sure to:

- **Be specific.** Don't just say "I need you to work on this project." Instead, explain what you need them to do, when you need it by, and what resources they have available.
- **Be clear.** Use simple language and avoid jargon. Make sure your team members understand what you are asking them to do.
- **Be organized.** Provide your instructions in a logical order. Don't jump around from topic to topic.
- **Be written.** If possible, provide your instructions in writing. This will help to avoid misunderstandings and ensure that your team members have a reference to go back to.

Here is an example of how to provide clear instructions:



“I need you to create a presentation on the new product launch. The presentation should be 10-15 minutes long and should cover the following topics:

- ***Product overview***
- ***Benefits of the product***
- ***Target market***
- ***Marketing strategy***

The presentation should be submitted to me by Friday at 5pm. You can use the following resources:”

- ***Product launch plan***
- ***Market research***
- ***Marketing materials***

How to Give Feedback

Feedback is essential for helping your team members to learn and grow.

When giving feedback, be sure to:

- **Be specific.** Don't just say "good job" or "bad job." Instead, provide specific feedback on what your team members did well and what they could improve on.
- **Be timely.** Give feedback as soon as possible after the task is completed. This will help your team members to remember what they did and how they can improve.

- **Be positive.** Focus on the positive aspects of your team members' performance. This will help to motivate them and encourage them to continue to improve.
- **Be constructive.** When providing negative feedback, be sure to offer suggestions for improvement. This will help your team members to learn from their mistakes and improve their performance.

Here is an example of how to give effective feedback:



“I was very impressed with the presentation you gave on the new product launch. You did a great job of covering all of the key topics and you were very clear and organized. I especially liked the way you used data to support your claims.

One area where you could improve is your use of visuals. The slides were a bit cluttered and it would have been helpful to have more visuals to illustrate your points.

Overall, I was very happy with your presentation and I am confident that you will be successful in launching this new product.”

How to Follow Up

Once you have delegated a task, it is important to follow up to ensure that it is completed on time and to the desired standard. When following up, be sure to:

- **Check in regularly.** Don't wait until the deadline to check in on your team members' progress. Check in regularly to see how they are doing and to offer support.
- **Be flexible.** Things don't always go according to plan. If your team members are experiencing any challenges, be flexible and willing to adjust the deadline or provide additional support.
- **Be supportive.** Your team members need to know that you are there to support them. Be supportive and encouraging, and let them know that you are confident in their ability to complete the task.

By following these tips, you can delegate work effectively and empower your team to achieve more in less time. Delegating work is a valuable skill for any manager, and it can help you to be more successful in your role.



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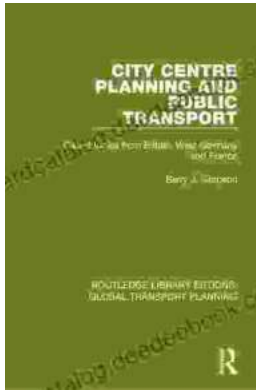
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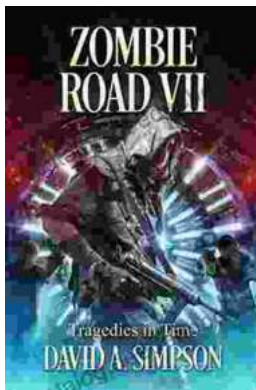
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