



GPS - 5 Steps for Effectively Delegating Work

This is Andrew from Growth and Profit Solutions, welcome.

I had a client asked me the other day about what they need to do when they're looking to delegate work.

Things are getting busy for them. There are more demands on their time and attention, so they can't get everything done.

Delegation is a good way of doing this. But you need to make sure that you set it up properly, so that you succeed and don't fail.

So here are the five steps that you need to take when you're delegating your work.

- First of all, find somebody who is willing. You want to be able to have someone who is willing and available to do the work that you need them to do.
- Secondly, make sure that they have the skills that they require to be able to do this work properly and easily. If you delegate work where someone's got no skills whatsoever or understanding it won't work. It's unprofessional and it's unfair.
- Third, make sure they've got the capacity to do the delegated work. If this could be a fairly sizable piece of work, and you're just adding it on to their workload, something's got to give. So, you may want to look at considering how to actually reduce or reschedule some of their workload, so they can actually get this work done.
- The fourth step is about providing support. You need to be able to give this person the necessary support and be available to them so that their questions can be answered so that they can get the work done.
- Finally, have a system by which you get them to come back to you on a regular basis for feedback and understanding of what that what's gone well, what's not going well, so they can actually learn from it and embed the learnings for themselves.

This way, they actually take ownership, it becomes part of the way that they work, and you know that the way that they're working is the right way.

Use these five steps for yourself and for your team, you'll find that not only will you be able to delegate more, but you'll be able to do it more easily and you'll be able to get the work done more quickly and to a higher standard.

If you found this useful, then come and join us in our Facebook group, the Growth and Profit Dojo for business owners and leaders looking to grow their business and you can find more useful



tools, tips and techniques. Just [click here](#), and make sure you answer all 3 questions to get in!
😊.

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