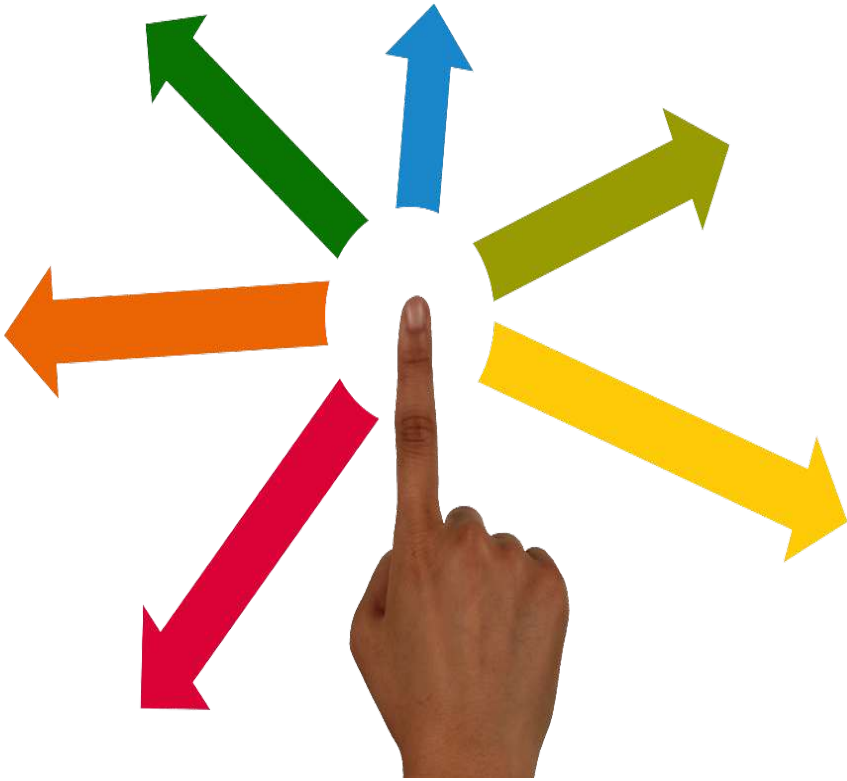


# *7 Rules To Delegate Effectively.*



**NIMISH DESAI**  
BUSINESS EFFICIENCY CONSULTANT

# 7 Rules To Delegate Effectively



When you build and lead a business, you'll be wearing many hats. You'll have to play the role of a salesperson, an innovator, a financial manager and a leader while you still have to deal with routine micro-tasks throughout the day. It can be fun at first, but

eventually, this will start eating away at you. You'll start working long hours, nights and weekends, and you'll never seem to make a dent in the ever-growing pile of tasks to accomplish.

In his book "No B.S. Time Management for Entrepreneurs", business coach and consultant Dan Kennedy reveals the steps behind making the most of your frantic, time-pressured days so you can turn time into money. In the book, the author explains why you can't and shouldn't do it all and how you learn to delegate in order to move on to more important tasks.

Delegating is as hard for entrepreneurs as telling the truth is for politicians. It's downright unnatural. Why? Habit, for one thing. We create our businesses from scratch, do it all, develop a way of doing things that we believe in, and find that habit is hard to break. No one is ever going to do things exactly the same way we do them.

# 7 Rules To Delegate Effectively

Many, many things can be delegated to people who will not do them the way you would, won't do them as perfectly as you would, but will wind up with the same result. Every one of these things should be delegated. In fact, you must delegate. You cannot move ahead without jettisoning some responsibilities and tasks in order to make room for new, more valuable tasks and responsibilities.

Let us look at one brilliant example of how your business can grow many folds if you can learn the art of delegation.

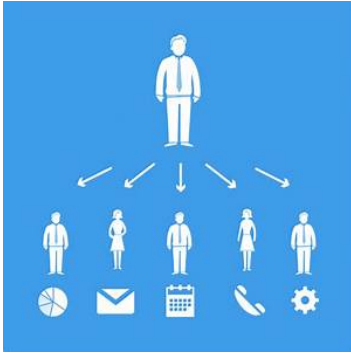
Jay Van Andel, the cofounder of the giant Amway Corporation, had done a speech many years ago titled "Delegate or Stagnate." Of course, the entire Amway system is based on the multiplication of effort: one person learning a set of skills, then duplicating himself over and over again. And Jay and his partner, Rich DeVos, had a business that grew like crazy. In order to stay ahead of it, they constantly delegated and ultimately replaced themselves over and over again. What Jay made very clear to everyone is that the only way to advance in any business is to keep delegating.

Do you need any bigger incentive to start delegating from today itself?

Let us look at the 7 rules of delegation.

# 7 Rules To Delegate Effectively

## i. Force Yourself to Delegate



Most entrepreneurs have a natural sense of ownership in their work. They want to do anything and everything they can, and they want to do as much of the work themselves as possible. For the most part, this is an admirable trait and one that lends itself to better overall startup performance. However, eventually, you'll

have to force yourself to delegate some work away—even if you don't want to. Even if it's a task you actively want to be doing, it may be better for you to delegate it away.

# 7 Rules To Delegate Effectively

## 2. Be Proactive



The second rule is to be proactive in your delegation. If you wait until you're overwhelmed and on the verge of burning out, delegating a few tasks may end up stressing you out—and it may be too little, too late. Instead, you need to recognize when your work is piling up too high, as early as possible, and take measures to address it before it becomes too much. That might include hiring someone new, organizing your tasks into lists, or helping someone develop new skills to take on a section of your work.

# 7 Rules To Delegate Effectively

## 3. Know Your Teams Strengths & Weaknesses



Before you start assigning tasks, you need to be aware of your team's strengths and weaknesses. Each individual is going to bring something different to the table, so if you want to make the most of your delegation process, you need to cater to those individual quirks. For example, one of your workers may be slow and methodical, while another is a little sloppy, but very fast. To the former, you can delegate important, yet non-urgent tasks, and to the latter, you can delegate tasks you need to be done right away.

# 7 Rules To Delegate Effectively

## 4. Invest Time in Teaching



When you're delegating, it's easy to say to yourself, "I have to do this, because I'm the only one that knows how." Undoubtedly, there are tasks on your list that only you know how to do, but that doesn't mean you can't teach someone else how to do

it. You may not like this idea, since it will take more time to teach someone than it would to just do the task yourself, but think of that training as an investment. You only have to teach someone once, and at that point, they can take on that task indefinitely.

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## 5. Make Your Expectations Clear



When delegating, be as specific as possible about your expectations. Let your teammate know exactly how you expect the task to be completed, and when you expect it to be done by. If

multiple teammates are working on a project, establish clear responsibilities, or at least designate one person on the team to serve as the champion for the project. Take a moment to address any questions or points of confusion early on to prevent problems down the line.



# 7 Rules To Delegate Effectively

## 6. Trust But Verify



Obviously, you trust your workers to do the best job they can; otherwise, you wouldn't have hired them. Once you assign a task and establish a deadline, it's fair for you to trust that they're going to get the job done. However, it's also a good idea to verify that the process is underway. Establish open lines of communication so you and your teammates can update each other on progress, just to ensure that the deadline is going to be met and that there aren't any further points of confusion.

# 7 Rules To Delegate Effectively

## 7. Give & Receive Feedback



Finally, take a moment to give and receive feedback once the delegated task is complete. Let your employees know if they've handled it improperly in any way (so they know for next time), and ask what they thought of your assignment and instructions. You'll learn much about the delegation process this way, through experience, and you'll be able to carry these takeaways through to the next time you need to delegate something.

# 7 Rules To Delegate Effectively

These rules are about making sure your delegated tasks get done effectively, but even more than that, they're about maintaining a healthy workload (and your sanity) as an entrepreneur. You need to learn to delegate effectively—it isn't optional. Otherwise, you'll end up spreading yourself too thin, your tasks won't be completed satisfactorily, and you'll end up burning yourself out in the process.



**Nimish Desai is a qualified Civil Engineer with over 30 years of experience in Real Estate Industry. He has successfully supervised and handed over projects amounting to more than 90,00,000 sft. He has established 2 companies which are proprietary firms, Mancon is engaged in Project Management Consultancy whereas Prescient Strategist is a Business Coaching & Consultancy Firm engaged in**

**mentoring young entrepreneurs, guiding them through the vagaries and pitfalls of the Industry to ensure that they have sustainable steady growth in their business. He is also a director of 3 companies involved in Real Estate World in various capacities.**

**Efficient & effective construction techniques and systems are critical in reducing the turnaround time of the project from design to delivery, enabling everyone to increase profitability, meeting schedules and improving safety. The structures that we put up in a brief moment must last a lifetime.**

**Do not think of employing new technologies, conducting training for employees and hiring skilled and knowledgeable technical staff as an expense but as a necessary and prudent investment. This will allow you to not only free yourself up from the daily grind of the menial work but also allow you to think about and put in action bigger goals which will allow you to scale your company even higher resulting in increased profitability and greater revenue generation.**