

How to Address the Top Challenges of Delegating Tasks

1. Don't be a perfectionist!

Don't expect tasks to be done perfectly – be happy with employees doing tasks 80% perfect the first time, and train them up towards perfection!

2. Agree on a common way of doing things!

The business should have one way of doing things right! However, we often find that there are multiple ways the same task is being done depending on who is doing it. Agree on a common way of doing things, and document it! By doing this, you are setting up a system for the task.

3. Choose what to delegate wisely!

You should only be setting up systems for tasks that are common and reoccurring! Tasks that are 'exceptions' should be left to the focus and expertise of the business owner after they have created systems for the repetitive tasks and delegated them.