



Get more of what you want and less of what you don't, both personally and professionally.

How to Be More Productive - Part Three

*"No person will make a great business who wants to do it all himself or get all the credit."
Andrew Carnegie*



STEPS TO SUCCESS



PERSONAL PLAN

Identify tasks to delegate by asking yourself these questions:

1. Is there an expert who can help me here?
2. Is the task tedious and time consuming and can be easily taught to someone else?
3. Do I dread doing this part of the task and know someone else who may find it fun and rewarding?

Ask for help before you are overwhelmed. Plan and don't wait until it is too late. Write a list of people who you can ask for help.

Delegate Positively. When you ask for help, do so without sounding demanding, impatient, or unreasonable. Practice asking for help positively and give the benefit as to why you need the help.

Explain. Be sure to thoroughly explain your instructions and timeframe to whomever you delegate to, so they have a clear understanding of what you expect. Try writing this down first before going to them so you know exactly what to say.

Be Thankful. When someone completes a task for you be thankful and encouraging! If it was not done perfectly, find the good first, then explain their areas of opportunity in a positive way.

Don't Take Advantage. Reflect on a time when you offered to help, and the task list kept growing. How did this make you feel?



No matter how small your step, as long as you take it in the right direction, that's Positive Forward Motion.