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10 January 2003 1 min. Read the opinions expressed by entrepreneurs of depositors are their own. To make sure you're always using your time effectively, Put this checklist where you'll see it often: Delegate's work responsiblyExercised time wisely Group calls geographicallySchedule phone workUse voicemail productively Worked on one thing at a timeMinimize meetingsControl reportsAvoid morning syndromePrioritize emergenciesManage nice distractionsExcerpted from Creative Sale: Boost your B2B sales Get a bunch of discounts that you love Every week we'll have another book and we'll have another book. that you won't find anywhere else. Go to your business. Entrepreneur Insider has your access to the skills, experts and networking you need to get your business off the ground, or take it to the next level. Do you pay too much for business insurance? Do you have critical coverage gaps? Trust the entrepreneur to help you find out. Last updated October 14, 2020 Do you absolutely hate failing? You are lucky because today you will learn the art of how to deal with failure in your work life. The magic trick is called power delegation. Failure is often the result of an excessive burden. When you take on more than you can handle, you are not able to work well, even if you have the experience to do it perfectly. It's demotivating, a waste of time, and very annoying. Let's look at delegation powers to figure out how to make the most of it. Delegation of authority is neither magic nor rocket science. This is exactly what it means: the separation of workload and power distribution. Now, this is where most bosses worry. They misunderstand the idea and believe that distribution will take away their power. However, the separation and distribution of powers is like giving the entire team autonomy over their own work, but their control is limited to that. The chief still has superiority over all employees. The delegation of the authorities minimizes the workload of the superior. This work is broken down into smaller tasks and is teamed, so each participant works simultaneously to finish the project in a shorter time. The delegation of powers has three elements: 1. The imposition of responsibility is the first step in the process. A person who responds, such as a manager or team leader, assigns certain tasks to other team members that must be performed in a certain period. Of course, this is only possible if the boss has more control and authority in the work environment than subordinates. 2. Empowering the next step is to give subordinates sufficient authority and responsibility to carry out the task and act independently. Let's say you who has singled out one person on your team to perform a specific task. This appointment will be useless to you if a subordinate has to come to you every step of the way to get permission and signature to do a dedicated job. If you don't give authority, you don't delegate. Instead, you only assign a task, and it won't bring you any benefits. In addition, the granting of authority places a subordinate accountable. This person is now responsible for what they are assigned to, as they like. It's up to them as they solve obstacles. All you, as a manager, should be concerned about is the final results. 3. Maintaining Accountability There is always a risk that some team members may not act responsibly, especially when they have been given authority over the assigned task. This is why you have to make every employee or team member accountable through certain rules and regulations. The boss should always have the right to ask the person in charge about his task. Creating a culture of accountability within a company is important, and accountability goes up in the hierarchy of the work environment. Never offering leniency in this regard if you want to provide quality products. This step of providing and receiving feedback helps to improve future work ethic immeasurably. Many times, bosses take on all the responsibilities because they have a hard time trusting someone else to do the job as well as they will do themselves. This is a real concern, and it may deter you from receiving most of the delegation's powers. But with this risk comes a long list of benefits. It's really important to delegate authority to improve your organization and team. Superiors can Perform BetterThe most important advantage of delegating authority is that the manager shares the authority and gets the time to do his actual work. As a manager, your first duty is to keep your team flowing. With your workload kept to a minimum and more time at hand, you can pay attention to the small details. This gives managers time to look at more important things. At the same time, they get a chance to check which team members are most effective. In case of any problem, the delegate has enough space in his schedule to sit down to figure out the solution. In general, this leads to more efficient performance on the part of the manager. The subordinates learn with a certain degree of power in their hands, subordinates begin to feel useful and important. This feeling is the most important way to perfection. Because your subordinates work independently, they not only improve their existing skills, but also work better. Since they are the ones who control, they are the only ones responsible for everything they put on the table. This sense of responsibility provides a necessary impulse of motivation. In addition, in the delegation of authority, bosses and subordinates work to a certain extent at the same level. This allows team members to have their leaders, and polishing their knowledge practically. It leads to better relationships if you are in charge of any team, working as a manager or owning an organization you run, you already know why relationships are vital. The same applies to each working group. So even if you're just one small group of 5 people in a multinational organization, the rules are consistent. By letting go of some responsibilities and giving people a chance to grow, you spread the positive vibrations of the work. It all works in a cycle where you give the team some authority, they feel important and superior, your trust in them is strengthened and you continue to delegate authority to move forward. There is a whole mechanism that supports delegation of authority. If done correctly, this concept has numerous advantages. However, the key is that it is done correctly. 1. Choose the best person It is not easy to trust another person to do what you would rather do yourself. That's why it's important that you delegate a task only to someone you fully believe in. The easiest way to do this is to pre-00 the skills and qualities of each team member. In your opinion, have a clear idea of who is doing what is best. So if there is one particular person who succeeds in technology, you will know where to go every time there is a job associated with this skill. Once you are satisfied with who is under control, more than half of the problem will be solved and everything is likely to go smoothly. 2. Offering enough autonomy One huge mistake you can make is to break the task too much. Let's say your 10-person team has to organize an office party for 100 people. You have to manage the location, decorations, food and furniture. You can assign 4 people each from 4 main tasks, or you can split each component further into small tasks. In the case of the last task will overlap, everything will be confusing, and none of your team members will have full control over the assigned task. This usually results in a final result that is extremely inconsistent. Clear communication One of the main aspects of delegation is the availability of clear instructions. From the details of the task to the timing, the person who has to do the work must be clear on every detail. If they do not know what is expected of them, they will never be able to satisfy the delegate. You can learn more about effective communication in this article. 4. Avoid unnecessary pressure Yes, diamonds are formed only after the coal is under enormous pressure. But, frankly, when implementing delegation of authority, you do not need to implement this strategy in the working environment. Offer enough time and flexibility for each person to be able to offer their best performance. Some people can work better under pressure. In this case, let the person make this decision for themselves. 5. Offer a helping hand just because you gave yet the task and power does not mean that you have to retreat completely. In fact, you should try to be part of the process, but only from outside a certain boundary. This is something you will have to figure out, practically according to the needs of your work environment. However, it will be lead to you being a more respected leader. The important point is that if someone is faced with a problem with a delegated task, don't give up help. Offer advice and support so that your team can learn from you. This will ultimately benefit your organization. Final thoughts are convincing, it is safe to say that delegation of authority is a very useful method for taking in the workplace. This provides a positive work environment as well as fruitful results. This is what all leaders must implement to achieve time for an efficient and productive workspace! Read more about the importance of delegationNaurea photo credit: Dylan Gillis via unsplash.com unsplash.com

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