



5-MINUTE DELEGATION PLAN

Many managers and employees struggle to delegate. We find it hard to relinquish control. But when delegating, you do retain the responsibility for getting that task accomplished—you're simply not doing it yourself. You're supervising the process. And there are good reasons for that.

We cannot do everything ourselves.

There are several good reasons to delegate.

1. We don't have unlimited time.
2. We don't have unlimited talent. Other people may do some things better than we can.
3. Others may have a lower opportunity cost for doing specific job.

Opportunity Cost

Opportunity is the highest, best use of our time. A lost opportunity has a cost, and it needs to be calculated.

Say you decide to go skiing, foregoing 8 hours of the opportunity to deliver pizza at \$20 an hour. The cost of skiing for 8 hours is not just the cost of renting skis, the lift pass, and transportation. It's the cost of what you *could* be doing, but won't be—in this case delivering pizza. That \$160 needs to be considered.

Every time we make a decision to spend time doing one thing, we forego the opportunity to do something else. If that something else could be making us money—or in some other way “paying” us in rest, energy, pleasure, restoration or creativity—then it's worth considering.

If you can hire someone to do something for you, and they have a lower opportunity cost than you do, then you should hire them. For example, I do know how to change the oil in my car, but oil-changing service companies can do it more efficiently and at a much lower opportunity cost than I can. So I pay for them to do it.



Tips for delegation when you have employees

Remember, you're not *reliquishing control*. You still own the responsibility for that task, you're just not doing it yourself. Supervising can take less energy. To make it go smoothly:

1. Delegate to someone who has a natural skill, wants to enhance their skills, or wants to learn a new skill.
2. Delegate to someone whose role dictates that they do that job.

Tips for delegation when you DON'T have employees (or are one)

Many people protest that they cannot delegate because their company will not pay for outsourcing or extra help. So pay for it yourself. If you're an employee and you struggle with making a flyer or creating a brochure, or some other job that can be outsourced, outsource it so that you free up that time to focus on the parts of the job that you enjoy.

Some tips:

1. Trade jobs with another co-worker because they can do it better, or because it is a task you just don't want to do.
2. Outsource jobs (assuming no privacy issues are involved) via virtual services such as: FancyHands.com, Fiverr.com, Upwork
3. Hire part-time help at nights or on weekends to help you get work done.

I CAN DELEGATE:

1. _____
2. _____
3. _____