

9 Behaviors to Practice for Added Focus

Ramp up your productivity with these tips.

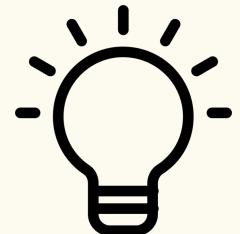
1. Know what to delegate and to whom.



Identify tasks that are repetitive or easy to teach. Start there, but do not end there. Remember you are not the only one who can do what you do well. Simultaneously identify a more complicated task that can be broken into parts with defined milestones. Choose business partners (internal and external) that are genuinely vested in growing your business.

2. Define your desired outcomes and major milestones.

Create frequent check-ins on new projects to ensure that you find issues early and make corrections before too much energy has been expended. Milestones create a natural check-in point and they will give you the confidence that the person or organization you delegated the project to, can manage it and they are moving things ahead in line with your definition of success...not theirs.

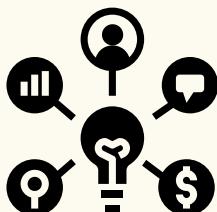


3. Ensure consistency in direction and feedback.

Nothing is more frustrating for junior team members than changes in direction and focus. Record what you asked people to achieve and ensure that your direction is consistent.

4. Be more transparent amongst the team.

Share the full scope of work completed by your team. That way when you, or someone on your team, needs to delegate they are not starting from square one. Transparency also breeds natural comradery and creates a formidable team culture.



5. Provide adequate resources.

Be available to them as they overcome the learning curve. Confirm that they know they have access to you as they take on the new responsibility. And be mindful if they need other internal resources. If they do not have access to the same resources, you would then they may fail at the project.

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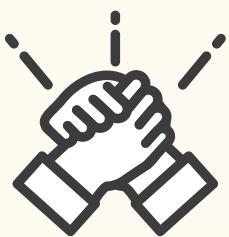


6. Invest in task-management software.

There are many free and paid versions of task management software. Identify the right one for your team and do not just buy it. Use it. Make it mandatory that the whole team adopts it and train as needed. You cannot expect the team to change their ways without showing them the path and value of changing. If you invest in the tool, invest in the adoption of the tool.

7. Be prepared for failure.

In fact, embrace it! When your team knows it is okay to fail and try again, they will gain confidence to take on larger tasks when you need it.



8. Get them excited about the task.

Motivate. Motivate. Motivate. Do not make it feel like just another thing they have to do. Call out what is in it for them. What new skill will they gain? How will this impact their career growth?

9. Give feedback.

Provide feedback throughout the time of the task. Do not wait until the end. Frame your feedback positively, yes. But also, in a very straightforward and productive way. The goal is to be able to delegate more so helping them improve is crucial.



You are ready to let go and benefit from the art of delegation.



Blue Anchors LLC