Set time limits on tasks

Ask staff to write down small parts of the whole .

Delegate in writing.

Delegate according to staff strengths.

Make tasks clear and achievable

Decide what needs to be done.

Outline all tasks to be done and get each staff member to pick one.

Empower staff by ???? – acknowledging and rewarding their strengths.

HOW CAN I EFFECTIVELY DELEGATE TASKS TO GET IT DONE (WITHOUT ME DOING IT ALL?)