

# HOW TO DELEGATE EFFECTIVELY:

## 7 tips for new managers

1

### ALWAYS BE PATIENT

You should be patient whenever you entrust any task.

2

### CHOOSE THE RIGHT PERSON

Make sure that the person can handle the task, has the time to do it, and has already participated in training sessions and materials to succeed.

3

### SELECT APPROPRIATE TASKS

The more of your essential tasks that you can teach and delegate to others, the greater the time you will have to do the things that only you can do.

4

### SET UP A SYSTEM

Create a communication path between team members and you so that instructions and deadlines are easy to reach, all managers could monitor the completion tasks as well

5

### PROVIDE COHERENT INSTRUCTIONS

Say "Here's what we are doing. Here's what we're after. I want you to get the sale" instead of "Follow up on those leads".

6

### GIVE RESPONSIBILITY

When deserving responsibilities, employees also appreciate and surpass their entrusted tasks.

7

### OBSERVE YOUR EMPLOYEE'S STRENGTHS AND WEAKNESSES

Observing their strengths are excellent ways to study the subtleties of your team members.

8

### TEACH YOUR EMPLOYEES

Ask them to sit down with you for a quick session in 30 minutes to guide them any tool that you think might help them performing better.