

Essential Workload Strategies

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Organizations look to their employees to do **more with less**

Research shows:



Managers

Are facing **increasing workloads** as demands upon them grow



Time management

No-one can manage time – **it is a constant**



Workload

What managers can and should do is **manage their workload**

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Three essential strategies:

1



Managers must carefully **prioritize their tasks**

2



They must **strategically negotiate** their involvement in new work

3



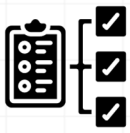
They must **delegate effectively**

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Delegation is not off-loading tasks

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Effective delegation is **not** about **off-loading dull** or **undemanding tasks** from a manager's to-do list



Delegate tasks

Followers

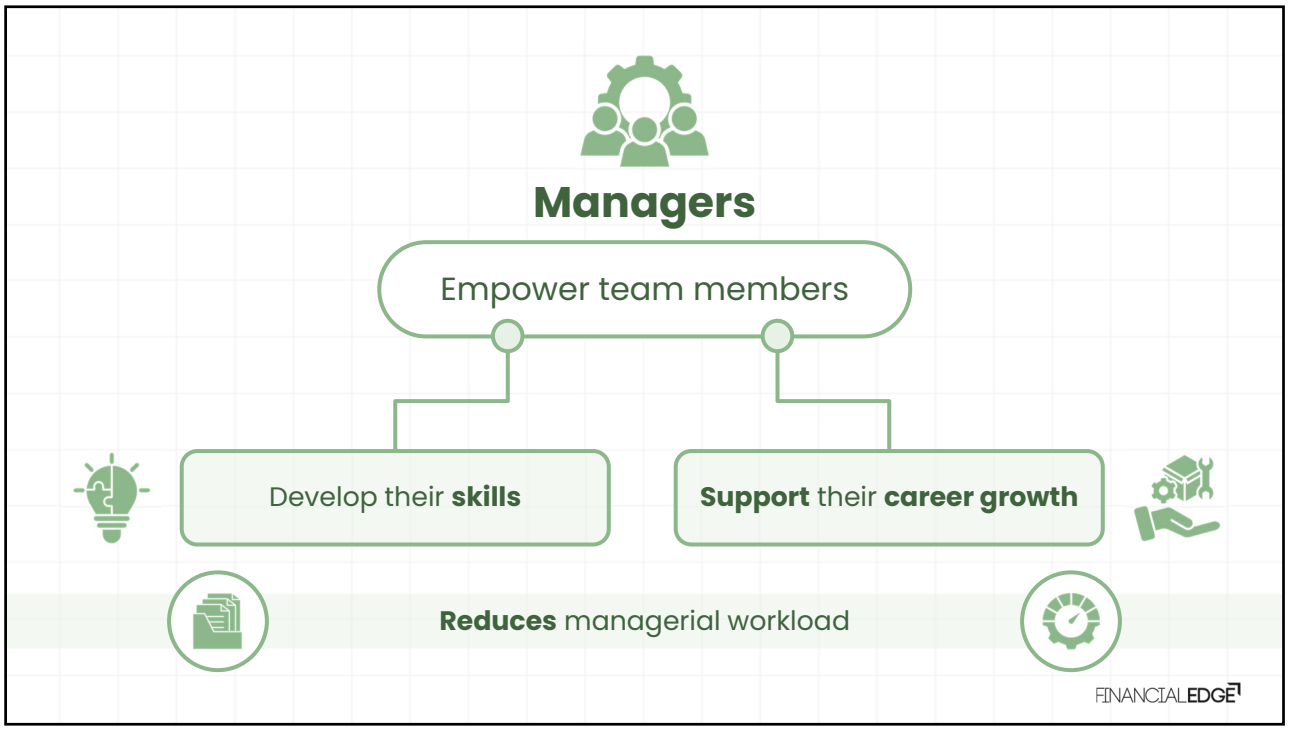


Delegate authority

Leaders

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Effective Delegation Approach

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The most **effective mindset** to have when **delegating** is:

Trust, and let go

What? **Why?** **How?**

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Choose the **'right'** initiative to delegate



Choose the **'right'** person

Ensure they have:



Confidence



Skills and knowledge



Time and capacity

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What?

Why?

How?

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What?



Communicating 'what' **ultimate success** looks like for this initiative



Not what you want the individual to do at a **step-by-step level**

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What? **Why?** **How?**

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Why?



How it is **important** to the **business**



Why they are the **best person** to take it on



Increase the **individual's confidence** and **desire** to take this **new challenge on**

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What? **Why?** **How?**

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How?

The **approach** to the **initiative is up to them**



Use their knowledge and ideas



Rewarded by their successes



Learn from their mistakes

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How?

Trust, and let go



Regularly review progress



Provide feedback



Be a 'sounding-board'

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Delegation is the most **effective way to balance:**



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> "The **best executive** is the one who has the **sense to pick good people** to get what **he wants done,** and the **self-restraint** to keep from **meddling with them while they do it.**"

- Theodore Roosevelt

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