



SEASide Chat: Delegating Tasks (9/16/2021)

“Delegation may make you nervous, especially if you're used to doing things on your own, but you can't be a team of one forever. By delegating some of your responsibilities to a trusted third party, you'll be able to spend more time on the things that require your expertise and build a more sustainable process—for yourself, your team, and your business.”

Amanda Cross

Barriers to Delegating Tasks:

- You are unsure of a person's capabilities
- You can do it better, so why delegate?
- You don't know what you should delegate.
- No time to delegate (faster to do it yourself).
- Concerned it may not be successful.
- Your reputation is at stake.

Bottom Line:

- Give a person a chance and see what they can accomplish. It allows them to improve their skill set. If that task doesn't work, offer them work that complements their skill set.
- Delegate tasks that you actually don't do well. (No one does everything well.)
- Make a list of tasks that need to be done. Prioritize. Delegate tasks you don't enjoy.
- Once you train someone for a certain task, you will have more time to focus on what you enjoy.
- Review and correct any mistakes that may have been made before moving forward.
- Delegate menial tasks/busy work to other people so you can focus on moving your business forward and generating income.

Resource: <https://www.thebalancesmb.com/delegation-in-business-2948501>
and SEA Members

Consider this Before Delegating Tasks:

- Make a plan.
- Make a list of what you love doing, hate doing, love doing but could use help, hate doing but cannot delegate to anyone else, and what do you feel neutral about.
- You can delegate just a part of something rather than the entire task, so break tasks down into bite sizes.

- Offer clear instructions. Document.

(How small business owners can delegate without breaking the bank by Amanda Cross)

Whom do you Delegate Tasks To?

- People are recommended by word-of-mouth.
- Interns from university programs/practicum students
- Freelancers. (Virtual Assistants)
- Contractors (Accountants, Bookkeepers)
- Automation Software (Quickbooks, Google, Calendly, etc.)
- People within your own organization or team.
- Collaborate with other businesses. (Many SEA members collab with one another.)

Tools Suggested by Attendees

Calendly (Scheduling)

Voxer (Communication)

Google Calendar (All the things...)

monday.com (Planning)

Slack (Communication)

Asana (Communication/Collaboration)

Signal (Communication)

Trello (Communication/Collaboration)

Otter.ai (Accessibility)

fiverr (Virtual Assistance)

Wave (Financial Services)

Score.org offers free assistance.

Try a "body double" to help stay focused on your tasks.

Resources for Content:

<https://www.thebalancesmb.com/delegation-in-business-2948501>

<https://www.mtdtraining.com/blog/apply-5-principles-better-delegation.htm>

<https://www.mtdtraining.com/blog/how-to-solve-the-main-delegation-problems-that-exist.htm>

<https://zapier.com/blog/how-to-delegate-in-small-business/>

<https://mashable.com/archive/how-to-write-job-description>