



How will I know what I can and cannot delegate?

This is a learning process for most of our clients. We will talk with you on a regular basis in the beginning to teach you what you can delegate. We'll ask you to share what you have on your to do list and we will offer to help in the areas that make sense.

We will encourage you to wear the hat of an "Executive" and to think like an executive. We'll remind you to ask yourself if the tasks at hand are tasks you **HAVE** to do. If they are not, then **THOSE** are the tasks you should delegate.

What you choose to let go of will **ALWAYS** be your decision.

Many are stopped by the misconception that they can get a task done faster than if they have to stop and tell someone how to do it. That may be true for the initial delegation but this few minutes ends up saving you tons of time each time the task has to be repeated. **Take a few minutes NOW to save yourself LOTS of time later.**