

10 TOP TIPS TO DELEGATE SUCCESSFULLY!

Why is delegating so important?

Delegation is a vital key to your business' growth and productivity. It allows you the opportunity to give more attention to and focus on the things that matter most to you, whether your goal is to grow your business, or to have more time to spend with your family.

If you're not yet convinced, look at any famous business owner and ask yourself how they got there: If you can't imagine Richard Branson on the phone ordering stationery supplies or Bill Gates on hold for a business insurance quote, there's a reason. Delegation makes achieving your goals possible!

It's so easy to over complicate everything these days that we often overlook the basics.

Anyone can delegate. After all it's not hard. Delegating well, however, is a whole different story!

In a world where everyone expects immediate results, the simple fact is some things just take a little time. A VA can promise many things but overnight perfection just isn't going to happen. No one goes on a first date expecting to be married by the end of the night; good relationships take time. It's the same with working relationships - the best ones grow slowly and last.

So how can you delegate successfully to ensure you get the best from your VA?

10 Tips to Succeed at Delegating:

1

START SMALL - Don't run before you can walk. Hand over something basic with minimal consequences if it goes wrong.

2

BUILD GRADUALLY - Once you're happy with the completed task, try something larger or more important. Go at a pace that you're comfortable with.

3

BE REALISTIC - It takes time for a VA to learn your business and preferences. If things didn't go to plan, ask yourself if you could have explained more or given better information to improve the outcome. Move forward together- building a relationship with your VA where trust and understanding increase your confidence.

4

GIVE YOUR VA ALL THE RELEVANT INFORMATION - Not just about the task you need completed, but about your business, your expectations, and your preferences. Invest time upfront with your VA to build the knowledge of your business and a good relationship that will lead to cost savings long-term.

5

BE CLEAR AND SPECIFIC - For example, don't just request a hotel room booked for your business trip and leave it at that. If you want a double bed and a cooked breakfast, tell your VA. If you need parking or a quiet room or access to a gym, make sure you let them know. A good VA works hard to please their clients but nobody's a mind reader!

6

EXPECT QUESTIONS - A good VA will ask relevant questions to make sure they get it right, so see this as a positive - in fact, worry if they never ask you any. Making sure they understand your needs is the key to a successful relationship. For example, tell them your travel preferences properly the first time and they'll know for any future bookings - saving you both time and money.

7

COMMUNICATION CLARITY - Stop for a minute and think about your preferred methods of communication. Text? Email? A quick call? Are you someone who wants updating after every step of a job, or happy to wait for a weekly review? Tell your VA how you want them to get in touch, how often and when not to disturb you. If you want them to make decisions in your behalf, that's great but if not, make it clear that you expect them to check back for guidance.

8

RESPONSIVENESS - Projects almost always need some clarification or decisions along the way so make yourself available. There are some things only you will know!

9

H.O.T - Dan Oswald's great acronym is easy to remember. Communication should be honest, open and two way!

10

FEEDBACK - Ask your VA questions such as: Do they have access to everything they need to do their job? Is there anything you could do that could make them work more efficiently or support you better? Can they see any ways to do jobs quicker, better or cheaper? And don't stop there! Get feedback on your VA too: ask colleagues, suppliers and even clients if they were dealt with professionally, promptly and politely.

So, in conclusion...

There you have it! 10 top tips to delegate successfully! So now I'm sure you're convinced that a VA is the way forward and you're now ready to go to work and put it all into practice.

But let's deal with the big question on your mind: Where do I start?

Fear not - help is at hand.

If you'd like to get everything ticked off your to-do list, drop me a quick email on info@valiosava.com to arrange a no-obligation informal chat to find out what I can do for you and your business.

I look forward to helping your business thrive.