

# Leadership Webinar



## How to Become a Master Delegator

**PROJECT**insight®

Project & Portfolio Management Software

Initiate Project Intelligence®

# Things to Know...



- All participants will be on mute
- Questions are welcome
- Ask questions in the question box
- We **DO NOT** send out PDU certificates
- May be valid for PDU credit (**self-report session**)

- For more information check out article on Webinars and PDUs

<http://www.projectinsight.net/support/kb/webinars-and-pdus>

# Moderator



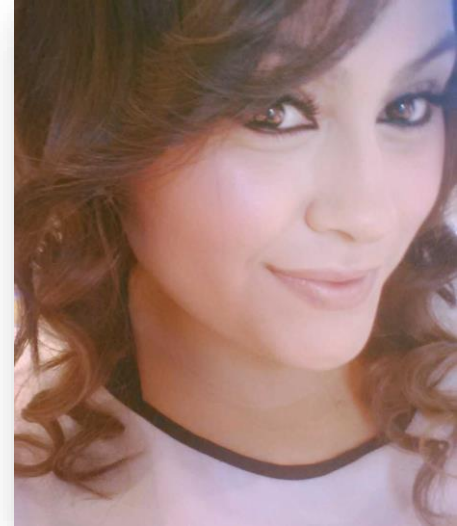
**Denise Rodriguez**

Project Insight

*Marketing*

[Denise.Rodriguez@projectinsight.com](mailto:Denise.Rodriguez@projectinsight.com)

[www.projectinsight.net](http://www.projectinsight.net)



# Project Insight



Schedule a customized demo today!

- +1 (949) 476-6499 x3
- [info@projectinsight.net](mailto:info@projectinsight.net)
- Request info: [www.projectinsight.net](http://www.projectinsight.net)

# Presenter



## Leisa Reid

Business Consultant & Trainer

Employee Management Consulting

[www.EmployeeManagementConsulting.com](http://www.EmployeeManagementConsulting.com)

[leisa@employeemanagementconsulting.com](mailto:leisa@employeemanagementconsulting.com)



# Poll Question



## Who is on the phone?

- Executive/Director
- IT/Technology
- Project Manager/Manager with Direct Reports
- Team Member
- First Time Guest

Other – Type in chat box

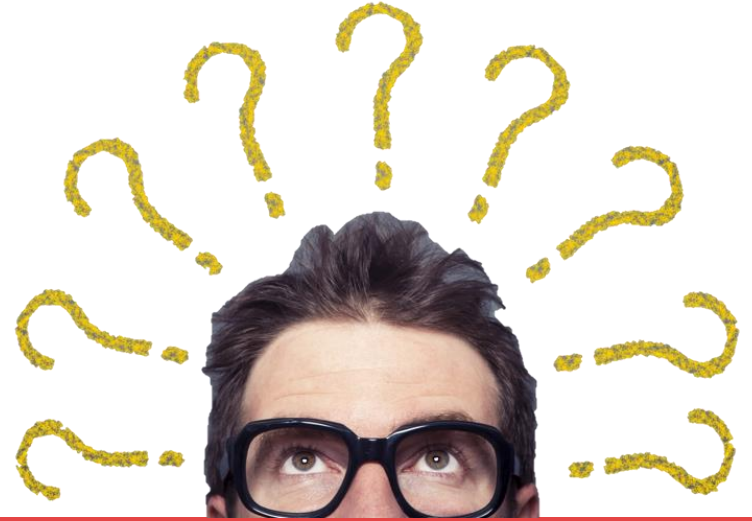




# How to Become a Master Delegator

---

# Question for you...



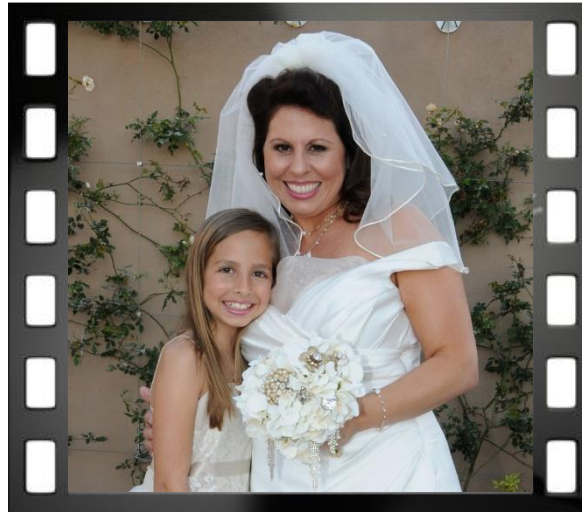
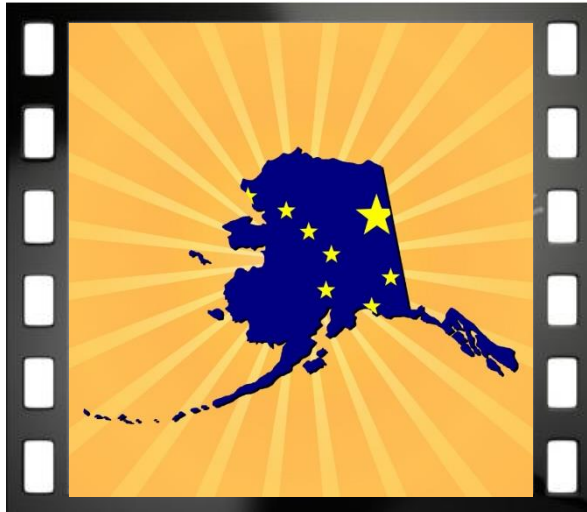
## Are you someone who is:

- Overwhelmed?
- Losing out on time with loved ones / hobbies?
- Experiencing too much to do and no time to do it?
- Thinking about work, uh, all the time?

*Please submit your ideas through the question box*



# About me...





# Over 20 Years of Management Experience

**Sales &  
Management**

**Executive  
Leadership**

**Business  
Ownership**

# Today's learning points...



- Time Saving Tips
- Discover the obstacles to delegation
- Develop a customized delegation plan
- Create strategies to implement your delegation plan



Why is it important to  
strengthen your delegation skills?



# Learning Point 1

Time Saving Tips



## 8 Easy Time Saving Tips



# 1

# Automation



2

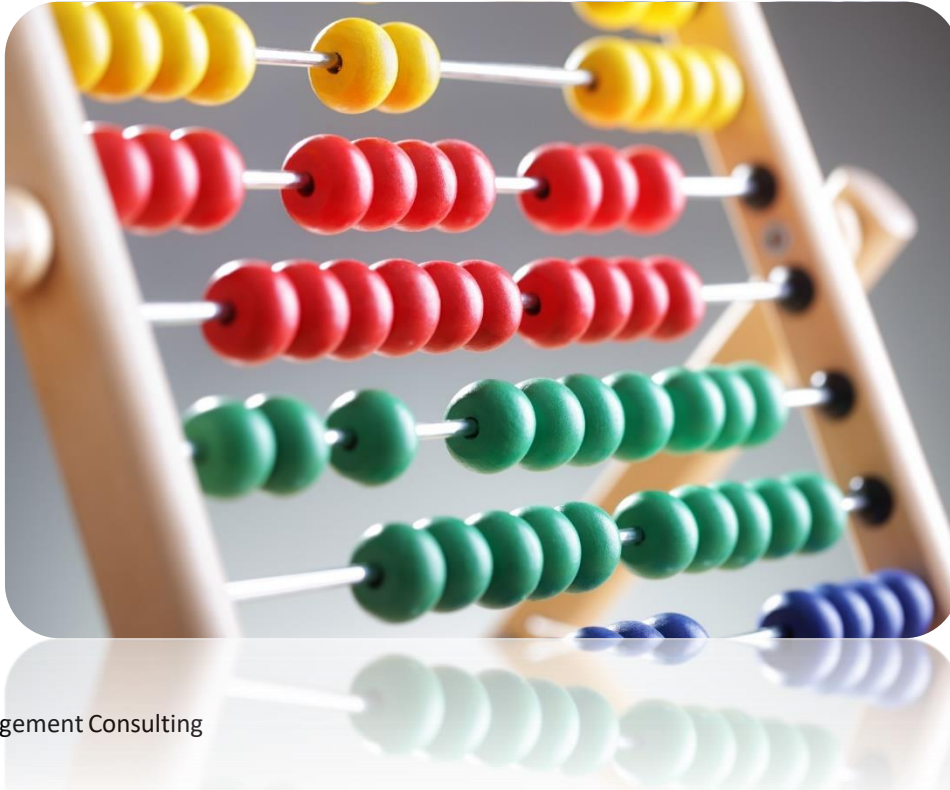
Teach someone else how to do it





# 3

## Evaluate your resources



# 4

## Calendar Management



5

## Give yourself a cushion



6

## Put a limit on your time



7

Ask for help...



# 8

## Email management

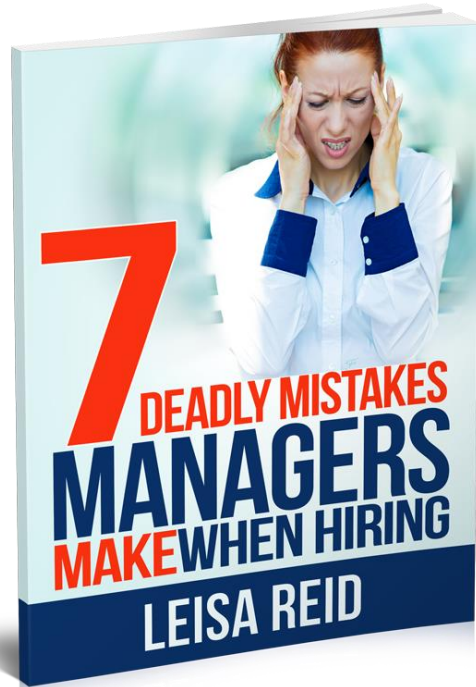


A person's hands are holding a red gift box wrapped in white paper with a large white ribbon bow on top. The text "Free Gift!" is overlaid in the center of the image.

# Free Gift!



# Free Guidebook



## 7 Deadly Mistakes Managers Make When Hiring

Download Now!

visit: [employeemanagementconsulting.com](http://employeemanagementconsulting.com)





# Learning Point 2

Discover the obstacles to delegation



# The 4 Big Obstacles to Delegation

1

# Trust



# 2

## Control



# 3

## Time



# 4

## Lack of Clarity / Training







Which obstacles might be in the way of  
your delegation success?



● When I delegate, I will be empowering my staff

● As I delegate, I will have a clearer picture of who is reliable

● I will be able to practice asking for help and allowing others to feel responsible

● With my extra time I can have balance in my life





# Learning Point 3

Develop a customized delegation plan

Create a delegation chart

Time of Day	Activity	Others Involved / Affected	Who Could I Delegate this to?	Reasons Why I Haven't Delegated	Time Needed to Delegate
5am					
6am					
7am					
8am					
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					
6pm					
7pm					
8pm					
9pm					
10pm					
11pm					



# Learning Point 4

Create strategies to implement your plan

# Delegation Implementation Plan

---

Select 3 items you would most like to delegate that would have the biggest impact on your life right now.



# Delegation Implementation Plan



**Who** can I  
delegate this to?

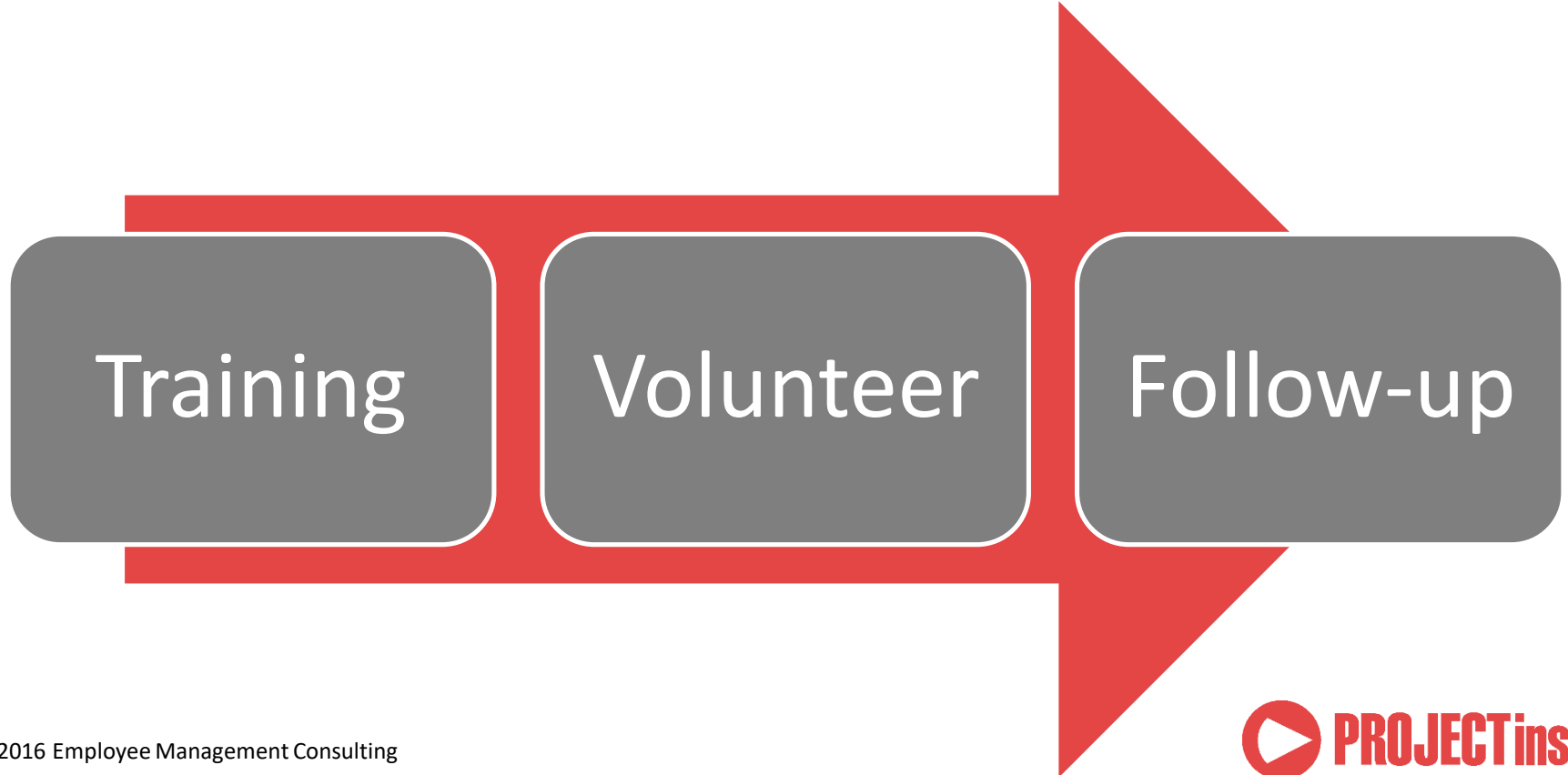


**What** am I asking  
them to do?



**When** do I want  
this delegated by?

# How will I need to set them up for success?



A person's hands are holding a red gift box with a white ribbon bow. The text "Another Free Gift Coming!" is overlaid on the box.

# Another Free Gift Coming!

# Recap





A person's hands are holding a red gift box wrapped in white paper with a large white ribbon bow on top. The text "Free Gift!" is overlaid in the center of the image.

# Free Gift!

# Start to Create the Change you Want!

## FREE Delegation Strategy Session

### For the first 10 applicants!

[www.EmployeeManagementConsulting.com/schedule](http://www.EmployeeManagementConsulting.com/schedule)



Discover the EXACT next steps to

- Realistic work-life balance
- Delegate effortlessly
- Increase your productivity

---

Any questions?

---



Follow, like, subscribe!

# Project Insight Community

- ▶ Sign up for more
- ▶ They are all FREE
- ▶ Check them out today!



Leadership

PM Training

IT  
Methodology  
and Agile

Product  
Training

---

See you next time!

---