

# Early Intervention Program Be Well Newsletter

**EIP**  
*for Teachers*

*The three  
D's of  
organization!*

*Do it!*

*Delegate it!*

*Ditch it!*



## “Delegate it”

Earlier in the school year, we discussed the 3 D's of getting your space and time organized. This edition we are focusing on delegation. It's a word we are all familiar with, but how many of us think “it's just easier, or faster, if I do it myself”? Now let's consider that statement for a moment...is that really true? If you followed that mantra for all your tasks

or keep all your trinkets, where would you be? I would hazard a guess that if you never once delegated a task or donated an item, you would be completely overwhelmed. So, how do we “delegate” effectively?

To acknowledge the value in delegation means you recognize you cannot do it all or NEED to do it all. It

means you recognize that others have the capability to perform the task ADEQUATELY, even if you feel you could do a better job. It means you recognize your time and space is VALUABLE and prioritizing your activities and items is an important aspect of being well organized and productive.

***Let's get started!***

To DELEGATE, you must learn to unload your plate. It may refer to physical items that are cluttering your desk, your home, or your car. It may also refer to your tasks, to do's or responsibilities. Ask yourself: Does this need to be my responsibility? Do I need to do this or could someone else take care of it? Would someone else appreciate or use this item more than me?

1. Consider your physical space and how you would like to use it. If it is working as is then great, you may not need to go any further. If however, clutter is taking over or you are having difficulty finding items, then consider what items are in your vicinity that could be removed. Removing such items could fall into this month's topic of delegation, in that you can donate it or loan it out, so that it is out of your space while you no longer need it. De-cluttering can also involve the third D – Ditch It, but that is the topic all its own, for our next Be Well.
  - a. A great example of delegating an item is what to do with teaching resources. Do you hang on to resources for courses you haven't taught in years, just in case you may teach it again? One solution may be to share your resources with a trusted colleague or less experienced teacher.
  - b. Another example may be the clothes in your closet...could you sort through your packed closet and donate to a local charity or family in need?
  - c. Is there mail that comes across your desk that needs to be handled by someone else? If so, pass it on immediately. Get it out of your hands and onto the proper person's list as soon as possible.

**“Delegate it” continued**

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*If someone else can do it better, faster, cheaper, more efficiently, or as good as you, then **DELEGATE IT!***



2. Consider where your time goes. What tasks or to dos are required of you during a typical or atypical day. Are there jobs that you could ask someone else to do? Letting go of your standard of quality may be an important aspect of delegating tasks. Ask yourself what is acceptable and meets the expectations, even if you strive to exceed expectations. Are there activities which don't necessarily need your expertise or skill-set to complete? Are there tasks you have taken on because you couldn't say no, but you don't necessarily need to take on?
  - a. For example, could household chores be delegated to other family members or would it be worth paying someone to do the job for you?
  - b. If you have sat on the same committee for years, is it your turn to pass on the role to someone else? Would the job benefit from a fresh perspective?
  - c. Is there an easier way to send out your Christmas cards? Instead of handwriting and addressing each one, could you use an online program to make it less time consuming, yet just as personal?
  
3. Find the right person to delegate to. If the job is really important make sure the person you ask has the right skills and is dedicated to task. If the person is less experienced, take the time to explain and train them. Although this may take more of your time and energy to start with, think of it as an investment and consider the free time and energy you will have once it is out of your way and off your list.

If someone else can do it better, faster, cheaper, more efficiently, or as good as you, then **DELEGATE IT!** The key to successful delegation is recognizing when you cannot do it all and do it all well, finding the right person or place to delegate to, and then simply letting go! When you hit a wall in your

organization of time and/ or space, consider your best route to getting back on track. Will the tips in earlier Be Well editions be the key to your success or do you need to delegate? If none of those are your best option, then you may want to read our final Be Well in this series – Ditch It!

**Delegation: *Learn the Art of Delegation***

A. Check one area where you could benefit from delegating some tasks:

- Home
- Work
- Family responsibilities
- Community/civic responsibilities
- Other \_\_\_\_\_

B. What is one job that you can delegate that you are not currently?

\_\_\_\_\_

C. What are 3 barriers stopping you from delegating today?

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

D. What are 3 steps you would take before delegating this task?

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

E. What are 3 benefits that you would experience from delegating this task?

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

F. Who has the skills to do this job? To whom would you feel comfortable delegating the task?

\_\_\_\_\_  
\_\_\_\_\_

G. What are 2 benefits that the person you are delegating this task to would experience?

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

GOAL: \_\_\_\_\_

