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WELCOME

Yes, I did it! I competed in my first ever figure competition – the Tournament of Champions, held in Anaheim, California. I'm happy to share that I placed 2nd among those over 35 years of age and 4th in the open class for my height range. Thank you all so much for your words of encouragement and support. Click here if you're interested in seeing a photo of me on stage.

Is it easy or difficult for you to delegate? Do you believe it's often just easier to do it yourself than to delegate it to someone else? After all, it takes time to delegate and then if they don't get it right, you'll just have to do it yourself anyway, right?

Wrong! If you keep doing it yourself, you're gonna burn out! Doing tasks yourself that could be delegated is not the best use of your time. It also does not allow you the time and space to experience new opportunities and learn new things in addition to focusing on your core competencies. Delegation can save you a lot of time in the long run. This month's article examines how to put effective delegation into place.

ARTICLES

KEYS TO EFFECTIVE DELEGATION

When trying to decide whether to delegate or not, ask yourself these questions:

- Does this require my special skills and core competencies?
- Could someone else do this or can I train someone to do it?
- How often will this task be done in the future?
(It often makes more sense to delegate something if it will be a repeated task.)

When you make the decision that the task can be delegated, then the next question becomes to whom? Don't fall into the trap of immediately delegating to your best employee, especially if your deadline is tight and this particular person has a lot on her plate. Rather, take inventory of the individual strengths of each of your team members/employees and list the strengths necessary to accomplish this particular task.

With your list of your team's strengths, it becomes possible to develop the full potential of each employee rather than overload your star employee to the

point of burnout. Developing your employees brings about a happier environment with employees feeling empowered, confident and able to work together in an effective and productive manner.

When delegating a task, be sure you've clearly defined the project and the desired result. Clearly outline the timeframe and expected outcome as well as instructions that are as detailed as the person needs to do the job correctly. To ensure the employee "gets" it by asking him to repeat back to you what he understands the job to be, the steps necessary to complete the task, and reiterating the deadline.

If this task is new to a particular employee, be sure to check on the status periodically, perhaps setting up a timetable with the person to ensure updates occur on a regular basis. Also, make it easy for this person to ask questions as they arise during the course of completion of the task. Finally, follow up is critical to growth so be sure to evaluate the employee when the job is finished and ask for input as to how they believe the job could be improved upon.

If you are a solopreneur, don't fall into the trap of thinking you have no one to delegate to! Outsource those tasks that are not the best use of your time or talent. Both solopreneurs and small business owners alike can and should use delegation as an important arrow in the quiver of tools necessary in operating a successful business.

NEWS & ANNOUNCEMENTS

Assessments. Assessments can be powerful tools for individuals and organizations alike to reach their true potential. Rainmaker Strategies offers the following assessments:

DiSC Personality Profile - The DiSC Assessment indicates one's personal communication and behavioral style. It identifies strengths and challenges and makes clear recommendations for increasing overall effectiveness and ability to communicate with others.

Time Mastery - The Time Mastery Profile provides an assessment of one's current time management effectiveness and clearly pinpoints the specific actions that will most profoundly impact productivity and effectiveness.

360 Feedback – 360 Feedback is a method and a tool that provides each employee the opportunity to receive performance feedback from his or her supervisor, peers, direct reports, and customers in addition to the employee's self assessment. A development plan can be created from the results, allowing the participant a clear path to leverage strengths and develop areas of opportunity.

Contact me at Barbara@Rainmaker-Strategies.com to find Out whether assessments are right for you and your business.

Making Rain Out of Mist Program.

If you are a lawyer ready to take your business development efforts to a new level, my Making Rain Out of Mist step-by-step practice building program may be just the thing. Consisting of a comprehensive workbook and four audio CD's, the program is designed to help you clearly identify the vision of your perfect practice, including the type of clients with which you wish to work and in what area of law. The program then helps you determine the best

marketing strategies to make that vision a reality, and helps you master the subtleties of converting a prospect into a paying client without coming off like a salesperson.

Want to know more? Please contact me directly at Barbara@Rainmaker-Strategies.com or go to my web site at www.rainmaker-strategies.com and click on the Products link.

Booklet Information. To purchase your copy of my booklet, Business Development: 97 Quick & Easy Tips For Lawyers, go to my web site at www.rainmaker-strategies.com or send me an email at Barbara@Rainmaker-Strategies.com and I'll be happy to process your order. Cost is \$5.00 for a single copy (plus tax where applicable and shipping).

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