

5 THINGS YOU CAN DO TO...

# STOP MICROMANAGING

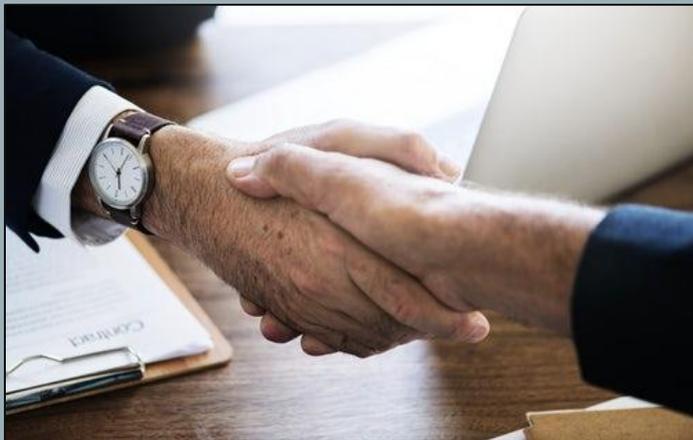
Productivity Partners, Inc.

Cynthia Kyriazis

Productivity strategist, coach, trainer



## SOME THOUGHTS



*"It's not enough to simply ask employees for ideas. They have to be heard and guided in the right direction."*

Lawrence Scotland

When I was put in a new role as a manager, I knew how to manage projects. I didn't have a clue on how to actually manage *people*.

I'd moved from being an individual contributor working out of a home office, to overseeing 6 managers, 30 technicians and an administrative assistant. Whew.

The result was that I made a fair amount of mistakes – public and otherwise. And my inexperience had me spending a huge amount of time doing what others should be doing—rather than my own work.

I was fortunate, though, that my boss was someone who had the knowledge, experience and people skills to guide me and help develop my delegating skills.

Today I'm a productivity strategist and time management coach and learning to delegate effectively squarely rests within this discipline.

This booklet was written in hopes of sharing what I learned about delegating over the years with a new supervisor or manager...or maybe even an experienced one.

## Benefits to the EMPLOYEE

- Builds initiative, skills, knowledge and creativity
- Improves confidence and self-respect
- Realize new opportunities and experiences
- Benefit from and appreciate the role they play within the organization

Now stop and list some of your own...

#1



## Benefits to the ORGANIZATION

- Reduces conflict because communication and feedback increases
- Improves loyalty, team cohesiveness and thus morale
- Increases individual skills in planning, management, organization and leadership
- Produces more value-added results

Now stop and list some of your own...

#2



## Benefits to YOU

- Moves you into doing your own job
- You manage more than do
- Focus on higher priority issues
- Focus on more strategic issues
- Puts decision making at the appropriate level
- Improves trust
- Identifies employees for new assignments or promotion

Now stop and list some of your own...you know you can...

#3



#4

*“Trust is like the air we breathe.*

*When it’s present nobody really notices it.*

*But when it’s absent, everybody notices.”*

Warren Buffet

## The most important rule

In my onsite and online workshops, I share and review a tool I created called the **Delegate Rule of 8**.

It lists the 8 things you need to do to assure you cover what’s needed when delegating an assignment of responsibility for a project.

Of those 8 things, I’ve always said the most important one is...

Mark your calendar for due dates and  
*consistent, ongoing periodic reviews*

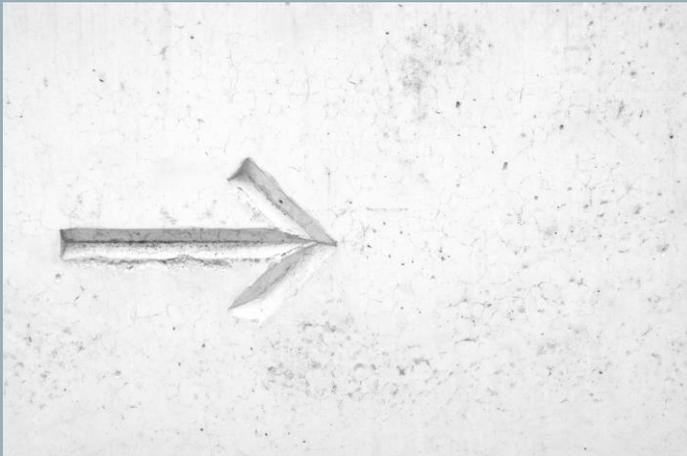
From a time management and productivity perspective, this mitigates:

- Frequent daily questions by the employee which results in frequent daily interruptions during *your* day
- Any lack of clarity or misunderstandings
- Any issues or challenges that may go on unsaid and negatively impact the outcome, results and success of the project

These periodic reviews are agreed upon and committed to a specific day and time in calendars and set expectations. If you, as the supervisor or manager, don’t honor these meetings you run the risk of not knowing where a project stands or if an employee needs more help until it’s too late.

Not honoring these meetings also sends a message to the employee that may not be true. They could think the meeting is not that important to you or that you trust them and it’s not necessary. Either way, employee job performance can be damaged by not giving these meetings the level of attention and importance they require. Proceed with caution.

#5



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## Make sure you...

Employees chances of success is diminished when they're given a project or assignment without:

- An understanding of the assignment
- Training, if needed
- Some direction
- Help to prepare for the task at hand
- Making expertise available or accessible
- Setting expectations
- Providing ongoing communication with the supervisor/manager
- Consideration of their existing workload

## Refrain from delegating...

This list may seem 'obvious', but you would be surprised...

- Politically sensitive or confidential matters
- Difficult customer negotiations
- Bad news
- Issues involving coaching or counseling re: performance
- Disciplinary matters
- Something your supervisor asked you to personally handle

# And so...

Obviously there's much more to delegating than I covered in this booklet.

There are important topics such as...

Level of instruction

Providing feedback

Coaching for growth

Just remember that time management is a core competency that affects both work and personal lives. And learning to delegate rather than micromanage someone is a critical skill to help you leverage your time.

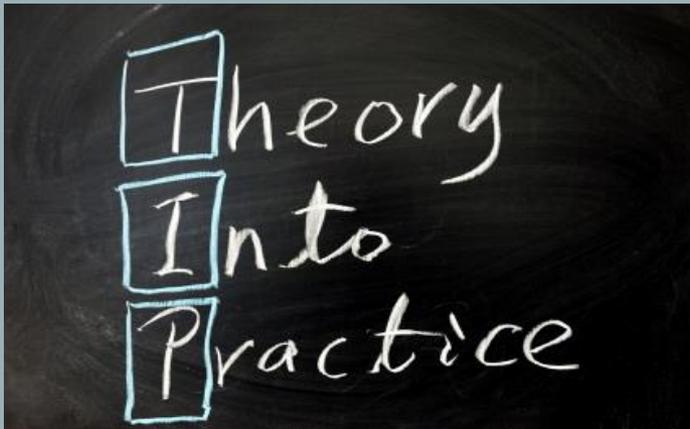
But as a supervisor or manager, it also *powerfully impacts your own productivity and peace of mind.*

And we can all work towards a little more peace of mind now can't we?

*"When you delegate work to the member of the team, your job is to clearly frame success and describe the objectives."*

Steven Sinofsky

## SUMMARY



## Cynthia Kyriazis



Founded Productivity Partners in 1992 to help employees learn how to manage the 24/7 demands on their already frazzled time. Services include coaching, training and presentations to a nationwide clientele including Fortune 500's, government agencies, and nonprofit organizations.

Interviews in Wall Street Journal online, Forbes, Philadelphia Inquirer, and other major newspapers and radio stations. And Amazon best-selling author.

Cited as 'One of the 28 best time & productivity experts online' in [Time management 2.0](#),

Past-Secretary to the National Association of Professional Organizers (NAPO), Past-President of the International Society for Performance Improvement- Kansas City chapter, consultant to the American Coaching Association, Certified Professional Behavioral Analyst (CPBA), Certified Professional Values Analyst (CPVA).

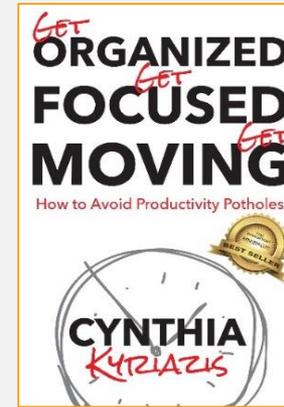
Let's connect!

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## Amazon Best-Seller



This book is filled with practical information, approaches and tips to help overcome the challenges you face with managing your time in an 'always-on' business environment.

Based on Cynthia's trainings topics include...

getting organized

goal setting

prioritizing and focus

scheduling and planning

managing meetings and email

managing interruptions and distractions

delegating

and ... procrastination