

Building a Powerful Support Team And Delegate to Them

Every high achiever has a powerful support team!



The key is not to prioritize what's on your schedule, but to schedule your priorities.

- Stephen Covey

The total focus process

To help you clarify what you should be spending your time on and what you should be delegating to others, do this exercise.

Your goal is to find the top one, two, or three activities that best use your core genius, bring you the high level of performance, and produce the greatest level of achievement.

FOCUS ON BEING
PRODUCTIVE
INSTEAD OF
BUSY

~ Tim Ferris ~

F-Follow
O-one
C-course
U-until
S-successful



**FOCUS IS MORE
IMPORTANT THAN
INTELLIGENCE.**

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1. Start by listing all those activities that occupy your time...List the top 5-10 activities that you spend the most time on at work.
2. Next, choose from this list those one, two, or three things you are particularly brilliant at, your special and unique talents, those things very few other people can do as well as you.
 - Of those activities, which are your core genius?
 - Of those activities, which create the most productivity?
3. Finally, create a plan for delegating everything else to other people. Delegating takes time, training, and patience, but over time you can keep chipping away at the low-payoff, nonessential tasks on your list until you are doing less and less of those and more and more of what you are really good at. That is how you create a brilliant career.
 - Of those activities, which activities can you delegate?

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Building a Powerful Support Team

* Required

List the top 5-10 activities that you spend the most time on at work: *

Of those activities, which are your core genius? *

These are the activities that few others have the skills to perform.

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Of those activities, which create the most productivity? *

These are the activities that make you successful at your job.

Of those activities, which activities can you delegate? *

What is your name: *

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Example Survey Results

List the top 5-10 activities that you spend the most time on at work:	Of those activities, which are your core genius?	Of those activities, which create the most productivity?	Of those activities, which activities can you delegate?
<p>1 - Coordinating department projects and providing management oversight for teams</p> <p>2 - Preparing for Board meetings and staying abreast of district needs</p> <p>3 - Scheduling and providing management oversight for the 2014 Bond</p> <p>4 - Communicating and highlighting accomplishments</p> <p>5 - Providing leadership building a leadership team</p> <p>6 - Staying abreast of customer needs and expectations</p> <p>7 - Staying abreast of new technologies in K-12 and finding innovative ways to bringing those technologies into the district</p> <p>8 - Developing the TLC website (part of #4)</p> <p>9 - Defining an organizational structure for process driven performance</p> <p>10 - Creating partnerships with suppliers and benchmarking with like organizations outside of the district</p>	<p>1) All of them, except part of 8.</p>	<p>1) All of them</p>	<p>1) Need stronger leadership that has time to perform #3</p> <p>2) Need better communicators that can perform #4</p> <p>3) Need more visionaries that can help define #8</p> <p>4) Need greater commitment from staff that will support #9</p>