

# 7 DELEGATION TIPS

## EVERY ATTORNEY MUST KNOW



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Many entrepreneurs and legal advisors believe that work will get done faster, better, and more efficiently if they handle everything themselves. The idea of hiring someone would mean wasting money, time, and even losing control of legal cases.

However, by realizing the benefits of delegation, it is possible to overcome these objections. Delegating tasks to others is helpful, and it is crucial to the success of a firm. As you advance in your career and begin taking on larger cases, you won't be able to juggle all your responsibilities, neither will you be able to maintain your standards of work.

So why jeopardize the quality and integrity of your work, when you can invest a few hours of training and receive a long-term benefit? Delegating will give you the most precious reward, time, time which can be used to focus on bigger, more important tasks. Delegation allows you to make the best use of your time and skills, and it helps other people grow within the team without having to spend too much money. Even small firms and small business owners on a tight budget can hire a virtual assistant.

If you still have trouble letting go, here are seven delegation tips every attorney must know :



# 1. CHANGE OF MINDSET

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Lesson number one, delegating is a sign of a strong leader. Up to this point, you have been the “doer”, and now you are in a new situation where you have to change your mindset from “doer” to “leader”. Delegating is about teamwork and end results, it is an ongoing foundational approach to the growth journey of your firm. Here are some very practical tips on how to develop a delegation mindset:

**1. Make a list of tasks that only you can or should do:** There are certain tasks that only the managers can do or should do. Some of them may include, presentations, mentoring, and meetings with heads of departments. Teams benefit most when their leaders' focus is on specific tasks that require high skill sets and add value to the firm and clients.



**2. Your time is your greatest Return on Investment:** Prioritisation is at the heart of this statement. As a leader, one should pay the most attention and invest their time in tasks that are a priority. While the tasks that are important but not urgent, are right for delegation.

**3. List 5 benefits that your firm will gain:** Truth is that delegation doesn't only benefit those who delegate. Your team will reap the benefits as well. They will develop new skill sets, build trust and communication channels, and this will lead to making more informed decisions in their role.

# 2. DECIDE

## WHAT TO DELEGATE

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We suggest you don't assign your most critical, time-sensitive tasks. As far as a routine office, administrative, or advertising tasks go, you can almost always delegate these to a virtual assistant. Use these two models to identify easily the tasks you can delegate to your virtual assistant:

**1. The Urgency/ Important Delegation model:** According to the Eisenhower matrix, the tasks falling under Urgent/ Important will have a direct impact on the firm, and therefore, require immediate action. While the tasks under Urgent/ Not important and Not urgent/ Not important will be the ones best to delegate out.

**2. The Journal Method:** For a week, write down in a journal all your activities and tasks. At the end of the week take a highlighter and highlight all those things that you are not getting billed for. The highlighted tasks will be the ones best to delegate.





# 3. CHOOSE THE RIGHT PEOPLE

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Entrepreneurs struggle with the first part of the business – hiring people – because they think it’s going to be expensive, difficult to train, and time-consuming. So many times they end up doing everything themselves. As a leader, you need to understand your team members and identify their strengths. Thereafter, you can assign the tasks they can perform best.

As Brett Trembly, co-founder of Get Staffed Up, once said “Delegation is 20% what you delegate and 80% who you delegate to”. Choosing the best people for your team is key. At Get Staffed Up we do all the heavy lifting for you, from screening to hiring, and managing the offshore talent. Visit [getstaffedup.com](https://getstaffedup.com) to hire highly talented full-time virtual assistants.



# 4. PROVIDE TRAINING

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Employees appreciate the opportunity to develop knowledge and skills. Internal job training and employee development bring a special plus. Make sure that when you delegate a task, the virtual assistant has all tools and skills needed to complete the task. For example, if your firm has management software to track tasks, make sure they have an account and are trained on how to use it.

It is very important to provide adequate support as well, and be ready, and available to answer questions. This will ensure that all tasks are successful due to ongoing communication and support. Lastly, providing training and support will reflect a healthy culture and environment of the workplace.



# 5. GIVE CLEAR INSTRUCTIONS

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Every good delegator provides basic and important information without micromanaging. Remember, open, clear communication is crucial. Share with your virtual assistant the goals or milestones you hope to achieve and let them tackle the problem.

How you assign tasks is equally important as the things you are assigning. Giving the right context of the task, highlighting the importance and clear expectations removes all blur lines and also decreases the chances of mistakes. It is good practice to write down what is expected, as well as, a breakdown of steps and actions needed in order to achieve the task successfully.



# 6. CHECK-IN PERIODICALLY AND PROVIDE FEEDBACK

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One of the most common mistakes leaders make when delegating is not following up on the tasks. Checking-in periodically to make sure everything is on the right track, and answering questions as needed is an excellent practice. For ease of communication, try using systems like Google docs and sheets, and have periodic team meetings. Lastly, provide any feedback to improve the handling of tasks going forward.

Give constructive feedback at regular intervals, this will develop trust and confidence. It will also motivate them to work better.





# 7. SHARE IN REWARDS AND GIVE CREDIT WHERE DUE

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A time for everyone to shine! Be sure to take the time to offer praise and celebrate the successes of your virtual assistants from time to time. Do performance reviews at the end of each quarter or at the end of the project. A simple technique to put the score on the Key Performance Indicators (KPI's) can be vital for transparency.

Retrospect on what went well, what went wrong, and ways to improve. When you make note of these specifics, you are giving a roadmap for what they should continue to do to be successful. Lastly, say “thank you” and congratulate the team members.





Delegating may take some up-front effort, but we guarantee you it's all going to pay off in the near future.

***START DELEGATING YOUR WAY  
TO FREEDOM NOW!***



***For more tips, and information on hiring a virtual assistant,  
reach out to Get Staffed Up, LLC today. Call us at 866-763-5699.***