

DTD Episode 65 Show Notes

Defeat *YOUR* Drama:

I Have Employees But Still Feel Like I'm Doing all the Work!

Sarah from South Carolina

**Defeat
YOUR
Drama!**



~ Kirsten provides customized solutions for your drama challenges ~

If you'd like me to share customized strategies for your drama situation go to my website <http://podcast.defeatthedrama.com/defeat-your-drama/>. You can type or record your message. Use your real name or an alias for anonymity. Note that recorded or written messages may be used on the podcast.

Sarah from South Carolina

I am excited to say that my business has grown over the last 7 years. I am very lucky. As it has grown I have hired more employees. Here's my drama, I still feel like I'm doing everything. I really thought that as I added more people I'd be able to scale back some on my hours and really focus on my favorite parts of the business. That just hasn't happened. Some employees do say I'm a perfectionist but I really feel like I let them do their work. I try to modify my expectations. I really want to have some work life balance but so far no matter how many people I hire I'm still working my tush off.

Sarah, so sorry to hear about your struggles. Let's get you some customized solutions.

As always, In the Defeat Your Drama segments, I will provide solutions based on the information provided. I will obviously not have full details so will provide customized strategies based on what you share. Always consider your own specific circumstances before taking any action. These are suggestions not guarantees.

If you don't have a specific destination you never know where you'll end up. The first two strategies are about designing your destination.

#1 Design Your Life and Work

Determine the number of hours you'd like to work per week and how you would like to divide those work hours. Will all of your work time be done on location or will you conduct some of your work from home. Is that a possibility?

Would you like to find time to volunteer in your child's school or take a class yourself? Where will you carve out time for you each week?

Don't worry about what your team will think and don't worry about how you'll make it all happen yet. This exercise is the first phase of creating your destination. What do you want your life and work to look like? How should the two blend?

#2 Determine What You Love to Do and Are Great at

Track the tasks that you are completing now. Break them down. For instance, if you are engaging in marketing for the business, don't just write down marketing. Break it down into the smaller tasks of marketing. It's possible that you love and are great at some of the pieces of marketing but would prefer to delegate other aspects of it.

Once you create your list begin to analyze each task. Categorize them. Highlight the tasks that you love to do and are great at. The goal is to spend a majority of your time there. Create another list of the things that you are not good at and dislike. Those items should be delegated to someone who has the strengths to carry out those tasks well!

Next, analyze the list of tasks you'd like to focus on to determine the number of hours required. Can you fit all of these tasks into the schedule you've designed? If not, you may need to add some additional items to your "To Be Delegated" list.

#3 Create a Plan for Who Will Own the Tasks You are Delegating

Once you have your complete list of tasks to offload you'll need to Create a plan for who will take on the tasks you are delegating. Evaluate your current team. Do you already have people in place on your team who could handle them? If they are not currently able to take on tasks you must delegate what training do they need to get ready? If they do not have the ability even with training what kind of employee(s) must you hire?

Then you must determine whether you have the manpower to backfill the tasks you will offload. Is your team over capacity now or do they have some wiggle room. How much time will they need to complete the added responsibilities. If not, you will need to increase your team.

What kind of employees will you need to hire?

Listen to the 4 episodes on hiring #50 through 53:

<http://goo.gl/PHk0gv>

<http://goo.gl/sQWRzC>

<http://goo.gl/APuWMg>

<http://goo.gl/ynlJNm>

Make sure that you have a solid plan for each item on your list. Have a specific person assigned along with any training or other communication that will need to occur before the work can be passed along. Create deadlines for communicating the new expectations and for any training. This will give you a timeline for achieving your end goal and will generate the list of tasks you must complete to make it all happen.

#4 Delegate Tasks Well

You say that you still feel like you are doing all of the work. Often my clients express the same feelings. When we dive into how they are delegating work I always find that they are missing at least one of the 6 important steps of great delegation. As soon as they add the missing elements follow through from their team increases exponentially.

I will assume that you are missing some of the steps as well. If you haven't already, listen to episode #2 Six Simple Steps to Great Delegation: <http://goo.gl/2NI1L5>

You'll be able to determine which step you are missing. Write the steps on a sticky note and make sure that you are setting clear expectations for your team. Hold them accountable. Let them know it's a new day.

You did mention that you have some perfectionist tendencies. This can make it difficult to delegate. I advise that you start small and begin to work that delegation muscle. Celebrate your successes and keep your eye on that prize! The more you delegate the closer you are to that end goal.

#5 Feel Peace and Less Drama

With a game plan mapped out you can immediately find peace knowing that you are making progress towards your end goal of finding more work life balance and enjoying the benefits of a more productive team.

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