

Productive to the Max

Productivity Performance Profitability

Ann Max



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May 2013

MaxTips!

Delegation

In my coaching practice, I have noticed that some managers have issues around delegation. Some are reluctant to properly perform this task because of lack of confidence in their staff or uncertainty on how to go about it; others refuse to give up control and some do not want to take the time to properly develop others. Still others don't delegate, they abandon. As a result, they find themselves constantly "Down in the weeds" performing tasks that should be delegated and not getting to those more important projects. If you are unsure how to go about using delegation as a staff development tool this may help.

To optimize your productivity as a management professional, your goal is to maximize your amount of discretionary managerial time to work on your assigned responsibilities.

As a manager you fulfill two major roles: Manager (managing the work of others) and Managee (doing work assigned by your boss)

The three most common sources of demand on your managerial time are:

1. **Subordinate-imposed activity** (time spent with subordinates on work they are doing for you)

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The **LEAP Summit 2013** has launched in a blaze of glory (and after many hours of work by a devoted team). Register early for this innovative and inspiring business and lifestyle conference for women. [Click](#) for more information.

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2. **Boss-imposed activity** (time required to fulfill requirements set by your boss)
3. **System-imposed activity** (time required to fulfill requirements of being a team player within your organization) - and a topic for another time

One of the most powerful management productivity tools is effective delegation; delegation to your staff to reduce subordinate-imposed time demands, and delegation from your boss to help you manage boss-imposed demands).

Here's one way to look at delegation. It requires a transformational attitude (and time) on your part i.e. investing time to "grow" your subordinates and, in the other direction, to grow your boss's trust in you. However, this investment yields big dividends in maximizing your discretionary managerial time, the holy grail of the professional manager.

The approach is analogous to vehicular collision insurance in which you trade off risk for premium; the greater risk you assume (the higher your deductible), the lower your premium). In this case, the premium you pay is managerial time and the risk/deductible is the cost of subordinate failure to effectively discharge the assigned responsibility.

The Managerial Deductibility Scale

Subordinate Level of Initiative	Management Time Cost	Managerial Risk
Take action but report routinely	Least	Most
Take action but report immediately	More	Less
Recommend then implement approved action	More	Less
Ask what action to take	More	Less

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Top 10 Life Lessons from a Motivational Speaker

Ann Max shares her secrets during Women's Day breakfast

by Jessica Cunha *Kanata Local Community News* [Click here](#)

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Wait until you are told to act

Most

Least

Your Role as Manager

Ideally, you want to be able to delegate responsibility (not just tasks) to your subordinates in full confidence that these responsibilities will be discharged effectively and efficiently (and, by the way, not end up embarrassing you or your up-line management). But, how do you get started when your subordinates are just not up to the task? A logical (and wrong) step is to do it yourself. The adage, "If you want it done right, you need to do it yourself" just doesn't cut it in professional management.

While it may be true that your subordinates will never discharge the responsibility as capably as you would, doing it yourself entails significant demands on your time? Before you know it, you are working late hours (and maybe weekends) while your staff checks out at five o'clock (and spends their weekends having fun - and wondering why you're working so hard).

Implementation is straight forward:

1. For each of your subordinates make a list of those responsibilities you would, in a perfect world, like to be able to delegate to that individual.
2. For each responsibility, identify, on the scale above, the **Subordinate Level of Initiative** at which you are currently most comfortable in delegating that specific responsibility to that specific subordinate.
3. Work with that employee (yes, this requires some of your managerial time) to grow their capabilities (and your level of trust) so that you can move confidently up the scale to the next level; not to the top, but just to the next level. This is a continuing growth process (and the "transformational" part of management).

Obviously, this will require more time per individual task than if you "just did it myself" but when you consider all the tasks on your plate, it is a sound investment in your future productivity because, when you do it right, you reap big rewards i.e. more discretionary managerial time.

Your Role as Managee

Just as important as moving up the scale as a manager delegating to your subordinates, is moving up the scale with respect to your relationship with your boss. If you are working at the lowest **Subordinate Level of Initiative**, you have to wait for your boss to initiate action. When this happens, your boss will expect you to move quickly on his/her initiative thereby cutting into your plans action on other responsibilities and reducing your discretionary managerial time. The higher your boss's comfort level on the scale, the more

control you have over your managerial time. Implementation is not quite as straight forward (especially if your boss does not have the same level of professionalism you have). However, it is possible unless you work for an absolute ogre (and, if that's the case, why are you working there anyway?)

1. For each of your responsibilities, identify the **Subordinate Level of Initiative** at which your boss seems currently to be most comfortable in delegating that specific responsibility to you.
2. Work with your boss (yes, this requires another chunk of your managerial time - but it's time you should be investing in your own growth anyway) to grow your capabilities and your boss's level of trust so that your boss can confidently move you up the scale to the next level; not necessarily to the top, but just to the next level. As before, this is a continuing growth process and, as before, this is a sound investment in your future productivity because you achieve more discretionary managerial time.

Give these a try and let us [know](#) how it works out for you.

Need to take control of your life?

LEAP can help you do just that. Sign up for the Early-Bird Registration



Our LEAP (Life Enhancement and Productivity) Summit (for Women) is scheduled for **Thursday September 12, 2013** in Ottawa.

If you want:

- A chance to experience peer-to-peer support from a variety of perspectives,
- A starting point to launch your own take-control efforts
- The opportunity to be inspired by top speakers

Watch our [website](#) on May 22, 2013 when the program and FAQ's will be published.

Maxtips! subscribers will automatically receive the updates.

For current information check our [website](#) now!

Reserve your speaking and training

engagements now for the Fall season

Ann Max is a seasoned Productivity Expert who engages, motivates, and inspires audiences to new levels of professional productivity, performance and work/life balance.

Ann draws from her experience as a speaker, consultant, coach, mentor, workshop leader and author to create presentations that engage audiences in an interactive fashion. Ann weaves key elements from Productivity, Performance Management, and Profitability into her highly customized keynotes. Components of Time Management, Organizational Development, Information Management, Leadership and Life Enhancement complete the offerings.

Each session is customized for to meet the needs of that particular audience.

We have updated our courses to to include:

1. *What Planet are they from? Managing the New Generations*
2. *Achieve Real results with Virtual Teams*
3. *Advanced Time Management for the Managing Professional*

[Contact us](#) for a free consultation now at **613 594-4533**

For further information check out our [website](#).

We are excited about...

Our new **Mini-Max** webinars to be offered during the summer!

We know your time is limited. We are also convinced (and attempt to convince our clients) of the importance of being proactive by

improving skills and planning time for personal and professional development.

Keeping all that in mind, our webinars will be:

- Short and Sweet (1/2 hour duration) followed by Q & A of 10 minutes
- Offer three specific points to help you improve your productivity
- Provide extra information after the session in the form of a PDF file
- Downloadable for those who cannot attend at the specific time
- Fun and entertaining
- Easily accessible

Stay tuned...for further information.

Blog Talk Radio with Jacqueline Richards

Jacqueline is a financial wellness coach who would love to help you find a place of balance, harmony and wellness in your financial situation.

To learn more about Jacqueline go to <http://jacquelinrichards.com>.

Tune in anytime to <http://www.blogtalkradio.com/jacquelinrichards>

Pinpoint your Productive Personality

Your ability to manage your space, time and life is dependent upon your specific personality and how you react to other personality types on your team. We cannot change our personalities but we can develop strategies for coping with the results of our actions.



Are you a **Jumper Joe**? A **Perfect Pat**? Or a **Last-Minute Larry**? Perhaps you are a **See-it-all Sam** or a **Keep-it-all Kenny**.

Obtain a fascinating look at the inner workings of Productive Time Personalities and Productive Space Personalities.

Share in pinpointing your productive personalities. Determining and refining your characteristic method or manner of acting can assist you in leading a more productive existence.

Listen to **Part 1** by clicking [here](#).

Listen to **Part 2** by clicking [here](#).

What do you do with Your 86,400 Seconds per Day

86,400 seconds? You need a foundation for your work and your life. What do you do with your 86,400 Seconds per Day? There are 365 days in a year which translates into 8760 hours, 525,600 minutes and 31,536,000 seconds.

The business climate and constantly evolving technology means that it is imperative, more than ever, that we make the best use of each and every one of those seconds. To be successful, goals must be identified, priorities clarified and schedules established that are realistic. Plans must be formulated that are effective and efficient. Learn to take control over your time and your environment to reduce the stresses of everyday life.

Combine these skills with practical systems and processes that allow you to live efficiently and productively.

Listen by clicking [here](#)

Mind Your Own Business

We certainly spend enough time managing our professional lives. We create mission statements, set and attain goals, establish values and streamline processes and systems to make it all work. We take care of others, influence their decisions, provide a shoulder to cry on and grow our people. The business profits from our endeavors and if we do well we are promoted to positions with increased responsibility and rewarding compensation.

What about our personal lives? How do we mind our own business? Do we create a structure within which to live, prosper and enjoy our time on earth? Who takes care of us, influences our decisions and provides the support we require as wonderful human beings? It's time to stop and determine what is important to you; what you value, what roles you want to play and how to create outlets to explore horizon.

Listen by clicking [here](#)

Back to "Mind Your Own Business", GOALS

Mind Your Own Business with GOALS. You need a foundation for your work and your life. This can be accomplished by setting goals. They allow you to determine if you have succeeded in your undertakings. Few people really know how to set worthwhile goals; fewer still know how to commit to those or how to accomplish them. Other people have so many goals that they are unclear on how to rate or prioritize them. Learn how to set, prioritize and maintain goals. Deal with the obstacles, both personal and professional.

Goal setting can change your life. when you decide to change your life.

Listen by clicking [here](#).

Podcast with Timo Kiander

Timo Kiander shows how work at home dads can improve their productivity and balance their life between business, families and hobbies.

Timo Kiander interviewed me on his podcast on March 21, 2013 on the subject of



Handling Multiple Priorities.

Listen by clicking [here](#).

Sincerely,

A handwritten signature in black ink that reads "Ann". The signature is fluid and cursive.

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