

A “Master of Business Ownership” workshop, designed to help business owners, partners, presidents, and other top executives

What is the most VALUABLE asset in your business?

YOU are! But only when you’re acting as the leader!

You have subject matter expertise, but you can’t be everywhere for everybody, **and you’re out of time!**

Why? Most likely because you’re spending too much time on LOW IMPACT activities. Your business NEEDS YOU spending more time and energy on HIGH VALUE activities.

The solution to free up some of you time is a DELEGATION technique *that works*.

Traditional methods of delegation don’t work in small entrepreneurial companies.

98/2 Delegation works for small and mid-sized companies!

It uses a three pronged approach:

- Systemization
- Effective task master and graduation training
- 98/2 Delegation

Keep the “Picasso” work and give up lots of the “delegable work”, a step at a time.

5 Phases of 98/2 Delegation:

- Phase 1-The most basic tasks, that require no training or help
- Phase 2-Those tasks that can be done independently with quick basic training
- Phase 3- Tasks that require more time and training, and sometimes special talents
- Phase 4- “Osmosis”-Tasks that require a higher level of understanding, that take experience before they can be offloaded
- Phase 5- “Picasso” work...that shouldn’t be delegated. The most valuable use of your time is working on these. You should do MORE of this work, but you can only do more AFTER you successfully complete Phases 1 to 4.

The Delegation Grid-a technique to classify work, based on its value and frequency.

It has 4 quadrants-

- Green Collar tasks (highest value activities, that occur with low frequency)
- White Collar tasks (high value, high frequency)
- Dog Collar tasks (low frequency, low value)
- Blue Collar tasks (low frequency, low value)...minimize time on these!

The Delegation Line...a graphical picture of where the top-executive spends his/her time, relative to those 4 types of tasks above. GOAL is to rotate the delegation line counter-clockwise (to point as vertically as possible, with as much time in the “Green Collar” quadrant as possible).