



# **For Women Who: Work Too Hard & Do Too Much - Learn To Delegate: Increase Professional Productivity and Reduce Stress**

*Carolena Lyons Lawrence PhD*

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This book focuses on delegation from a woman's perspective in the work environment. As women we tend to do too much, work too hard, work too long, and try to do everything ourselves, then we wonder why we are always so tired and stressed. The best we can do is get things in an acceptable comfort level for ourselves and then "let it go".

Understand that the principles and strategies of delegation are standard and are not gender specific. Although this book is written specifically for women, the principles and strategies presented work in male dominated settings as well. There is no difference; men use the same principles. An important principle that as women we should realize (which men already know), is that we need to master the art of delegation and try not to do everything ourselves. We must learn to delegate responsibilities to empower others. The more you empower others, the more powerful and successful you become. Bottom line, "we must learn to delegate effectively". Women, we need to master delegation to set ourselves up for success by directing, training, and encouraging others. By not delegating, women can end up delaying decisions, which can cause problems for others. Rather than attempting to do everything ourselves, we must assess who on our staff is capable of doing which jobs, has the knowledge, skills, talents, maturity, commitment, and experience to carry out various tasks. As a leader, our job is to nurture and develop the staff in their attributes to empower them to successfully take on tasks.

Each chapter in this book presents elements to help you master the art of delegation. Keep in mind that this book is designed to empower you with knowledge and not to change you from your leadership style. Throughout the book quotes are used for inspiration, motivation, and encouragement toward your success. The quotes are also there to make you think about how you can provide "valued added" quality to your work, and how to work smarter rather than harder. An added bonus of delegation is that delegating can be used in all areas of your life.

You can also delegate at home and in personal and social circles that you may be involved. Therefore, the art of delegation is not just limited to the work environment. You can practice the art in every part of your life. Delegation will take time, work and will require us to overcome personal barriers to delegating; but it will be well worth it. By delegating effectively, you will get your staff and others engaged in important and challenging work allowing them to develop their skills and to prepare them for their next level of responsibility. Most of all, delegating will allow you time to work on innovative projects and to take care of the bigger picture.

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