



Delegate: Learn How to Let Go with Confidence and Get More Done (Pocket Manager Books)

Kate Keenan

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Do you find it scary to let go and delegate tasks? Delegating is a powerful and productive way of getting tasks completed as well as releasing time for you to do more. But many people can find this difficult to do. Find out how to get a lot more of your work done, by letting go and getting some of it done by others. This book shows you how. When you have read this book... • you will understand which tasks you can delegate • you will know how to match tasks to people • you will have the confidence to hand over some of your authority and control to someone else 'Delegating gives you an opportunity to achieve so much more than just getting other people to carry out various tasks. It offers you a chance to improve productivity and helps you to manage yourself more effectively at one and the same time.' 'Delegate' is a Pocket Manager Book. The Pocket Manager series is designed to help busy people manage themselves, their time, and their business more productively and successfully.

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