

Delegation Guidelines

Ask for Volunteers

Match talents with appropriate assignments

Spread the good tasks around

Avoid playing favorites and allowing for the formation of cliques within a large group. Disperse the team so sub-groups are equally equipped.

Keep communication open

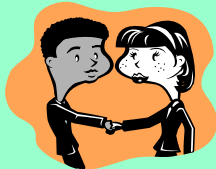
Ensure that the task has been clearly defined and has a set deadline. Allow the team to ask clarifying questions without feeling intimidated

Facilitate the accomplishment of getting the tasks done, but don't take over.

Be tactful and show genuine concern

Instill the philosophy of teamwork in achieving the goals you and your members agreed upon or were tasked with.

Reward people for their loyalty, commitment and follow-through. Incentives motivate members to continually push forward to satisfy themselves and their leader.



Use multiple methods of communication to keep people on track: voice mail, email, instant messenger, agendas, goal sheets, one on ones, lunches, etc.. Keep them in the loop.

Understand the value of effective multi-tasking. Balance your time between tasks, set daily goals and set aside time to plan your next move.

Prioritize what needs to be done first and what can wait. Keep to your schedule, but be flexible to change if obstacles are encountered.



*Bloomsburg University of PA
Residence Life Office*



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Residence Life

Student Leadership

Development Series

Avoiding Burnout & Delegating



“The best way
to make a fire with two sticks is
to make sure one of them is a match.”
- Will Rogers

What is **Burnout**?

Burnout is a physical, mental and emotional response to constant levels of high stress. Burnout often arises from excessive demands that are either internally imposed (high expectations of ourselves) or externally imposed (by family, teachers, jobs, clubs, significant other, etc..)

Causes of **Burnout**

- *High expectations of ourselves
- *Denial of basic needs (food, sleep, etc...)
- *Poor time management skills
- *Inability to set boundaries or to say “no”
- *Culture of competitiveness
- *Being constantly busy and overworked
- *Insufficient orientation to new community
- *Insufficient training to new job roles/work
- *Lack of recognition of one’s efforts/success
- *Lack of information with no clear objectives

Signs of **Burnout**

Fatigue	Muscle Tension
Headaches	Lack of Effectiveness
Insomnia	Sense of emptiness
Anxiety	Lack of Joy/Irritability

Symptoms can be physical, emotional or spiritual.

Have You Noticed If..

1. You are as tired when you get up as when you go to bed?
2. You have serious doubts about your abilities?
3. Nothing matters to you anymore?
4. You are chronically impatient with everyone?
5. You are more irritable with others and even yourself?
6. You’ve become a constant complainer about everything?
7. Your motivation level has dropped and as a result you are not as enthusiastic about your passions?
8. You are on a never-ending pity party?
9. You really don’t care about how things turn out?
10. Your positive attitude shifts and is filled with negativity?



Strategies to **AVOID Burnout**

Eat well and exercise. Take vitamins and drink plenty of water to avoid dehydration.

Get plenty of rest and slow down. Don’t feel like you need to be in the express lane all the time.

Ask for help. Some of us are so self-reliant that we won’t ask for help from friends, family and others. You can’t do it all, all the time, by yourself.

Tension, stress, worry or anxiety do not allow your body to relax. Try exercising, listening to music, going for a walk/jog or taking a soothing shower/bath.

Take care of yourself first before you commit to others.

If you enjoy reading, do it! Find a quiet, comfortable location free of distractions and explore a new book.

Look out for patterns that trigger your impatience and avoid those as much as possible when you feel them beginning to develop.

Take a nap. Go to all meals and afford yourself enough travel time between destinations so you aren’t rushing.

Turn your cell phone off and step away from the computer. Your email messages will be there when you are ready to view them.

Take one task at a time and complete it before you start another one. This feeling of accomplishment will begin to inspire and focus you again.

Let yourself smile and laugh at the things in life you can’t control. Breathe and have fun. Think positively.

Know How to Delegate!

Student Leaders find it difficult to delegate. Why?

1. They prefer to do the job themselves to ensure it is done right.
2. They don’t want to impose large responsibilities on other members of the group.
3. Some of the spotlight is moved away from the leader.

***While doing it all yourself may get the job done, it can create apathy or resentment among other members of the group. Everyone needs to be invested in the goals of the group. People want to feel valued.*

When To Delegate

A lot of work has to be done in a limited amount of time

You feel someone else has particular qualifications that would suit the task.

Someone expresses sincere interest in the task.



You think that a particular person might benefit from the responsibility.

When **NOT** to Delegate

Things that are usually your specified responsibilities, except in emergencies.

Something that you yourself would not be willing to do

A task to someone who may not possess the capabilities necessary to complete the task.

