



Workbook, CPD & Reflection Log

Episode 83: How to Delegate, Do It, or Drop It

with Anna Dearmon Kornick

We've all only got 24 hours in a day and 7 days in a week. There's no doubt that with hundreds of 'to-dos' on your list, it can feel hard to manage your time, and avoid burnout. This is exactly what Anna Dearmon Kornick helps us do in this episode of You Are Not a Frog.

Anna is a time management coach and hosts the podcast 'It's About Time'. Apply Anna's tips to make the best of your precious time and manage your to-do lists!

Podcast links

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[Asana](#), [Hamperapp](#)



Quote to remember:

'We only have one life, only got one shot at this and we want to spend it you know, doing what matters most. We want to look back on a life with no regrets and that starts day by day by managing your time well, and being a good steward of that time that we're given.'

What You Will Learn

Time can slip through our fingers in the blink of an eye. Faced with the never-ending things that you have to do, it's not easy to finish the day feeling content that you've got everything done. With this activity, you can learn key tips for managing your time and work. You can find out how you can best delegate your tasks to create more time for the things that matter to you.

Don't let your minutes get away from you. Instead of wondering what you need to do next, confidently walk into your next task knowing what you need to accomplish. Make the best use of your time by giving each minute a purpose and avoiding distractions.

Delegation is also an important skill to have when your schedule is full from the morning to the night. Figure out which tasks you can delegate to others and how you can make sure they're accomplished up to your standard. You don't have to do everything yourself. Teach others how to do it and get a bit of your time back.

Overall, the activity below can help you get through the day without feeling overwhelmed. Bit by bit, you can practice these tips from Anna and turn them into daily habits. Live a happier life by managing your minutes and delegating your to-dos!





Activity: Making Every Minute Count

Whether we have our schedule set up for us or we manage our own diaries, it's good to know what's going to be happening during the day. You can do this by taking the time at the start of the day to mentally walk through your schedule.

Right now, review and list down below what's up next for you, whether it be the next day or the last few hours of your day today.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

In between those meetings, appointments and tasks you've set ahead of yourself, there should be short breaks. Put purpose into your break time. What can you do to use your time wisely to switch off and rest in these few minutes?

When I will take a break	What I will do

To make the best use of your admin time, create an agenda that you can follow. Doing so will allow you to stop wasting time asking yourself what you're going to do next.

Admin Time: (in minutes)

Agenda:

- _____
- _____





- _____
- _____
- _____
- _____

Distractions can prevent you from finishing your tasks quickly and efficiently. To rid of these, create your own shiny things list. List down your off-topic thoughts and distractions below whenever they pop into your head. You can go back to them once you're done with your tasks.

Shiny Things List

- _____
- _____
- _____
- _____
- _____
- _____

We've all got our preferred tasks and problematic tasks - these are the ones which you might often do last minute or not at all. Anna recommends that you 'eat that frog' (do the biggest, most difficult task first!)

Each time you're crafting your schedule, ask yourself the following questions so you can determine your 'frog.'

- What's your least favourite task?
- What's the toughest thing to do for you?
- What's the most important task to finish?

Another option to give yourself more time and lessen the chances of burnout is to delegate. The best way to delegate is to understand and teach the workflow of a task so that others may be able to accomplish them. Use the table below as a delegation exercise.



Task I want to delegate:

Step-by-Step Instructions	Notes / Resources
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

You might be reluctant to delegate these tasks. Identify which to keep and which to give. Split your tasks into the following four categories. Try as best as you can to delegate the ones which do not fall in your Zone of Genis (High Proficiency, High Passion)

		Proficiency	
		High	Low
Passion	High		
	Low		

To know how to manage your time, you have to manage your heart. Reflect on the following:

Your vision for the future: (What life do you want to create for yourself? What is that experience that you want to have?)

Goals:

- _____
- _____
- _____





Core Values:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Your answers to these can help you know how to spend your time. Know your heart and what you want so that you can start taking the steps in the right direction.

CPD time claimed:

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