

## Overcoming Overcommitment

"Getting Things Done" (GTD) is the mind-set of most people in the work place today.

"A man is rich in proportion to the number of things he can afford to let alone."

—Henry David Thoreau

In Exodus 18, we learn how Moses struggled to balance family and leadership responsibilities.

Read Exodus 18:13-24

*Moses' father-in-law said to him, "What you are doing is not good" (Exodus 18:17 ESV).*

Jethro encouraged Moses to delegate responsibilities by selecting capable men from the among people and placing them *over the people as chiefs of thousands, of hundreds, of fifties, and of tens* (Exodus 18:21 ESV).

### Delegation is Not Dumping

"Successful people don't allow the unimportant things in their lives to become important. And conversely, they don't allow the important things to become unimportant. They form a habit of spending their best resources on their best pursuits. In short, they order their activities so that they're always gravitating toward success."

—John Maxwell

### Delegation is Deciding to Accomplish More by Doing Less

"Being busy does not always mean real work. The object of all work is production or accomplishment. And to either of these ends there must be forethought, system, planning, intelligence and honest pursuit; as well as perspiration. Seeming to do is not doing."

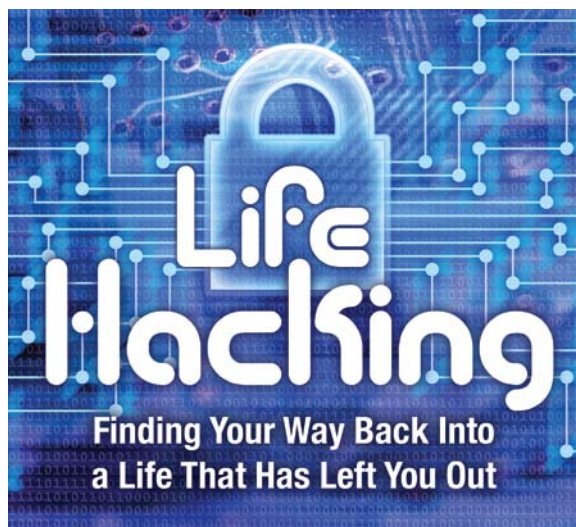
—Thomas Edison

### Delegation is Developing a Work Plan That Recognizes and Respects Your Personal Limitations

Read Exodus 18:17-20

## Delegation Requires Depending on Others To Do Something You Can Do, But They Can Do Better

Read Exodus 18:21



"It is one of the most beautiful compensations of this life that no man can sincerely try to help another without helping himself."

— Ralph Waldo Emerson

### The Solution: Delegation

### The Strategy: Implementation

### Eliminate Before You Delegate

Don't just assign your "to do" list. Prune first.

"Delegate more effectively—don't just delegate more frequently." —Harvard Business Review

### Communicate Before You Delegate

Identify **who** does **what** best, and then talk about **how** to make things happen better together. Ask those around you to help you assess yourself. Remember, *discussion* is not *decision*. Get the facts and then make adjustments and assignments according to strengths.

### Delegate in Order to Accelerate

Assess your routine assignments. Are there some tasks and exercises someone else can do to accelerate the start-up and alleviate stress?

### Elevate Others When You Delegate

People often want added responsibilities. In most cases, they want to grow and feel more fulfilled and effective.

### Delegate, But Don't Abdicate

Take time to train and equip people to do a job that matters. You can add to their effectiveness and importance.

### Delegate, Facilitate and Then Watch Others Create

It is amazing the impact and sense of accomplishment a team can have when everyone assumes a responsibility and contributes to the overall goal.

*So Moses listened to the voice of his father-in-law and did all that he had said.* —Exodus 18:24 ESV