

DELEGATION – 25% TECHNIQUE

1) NAME AND DESCRIPTION OF THE TOOL

The **25% technique** consists of drawing up a list of weekly tasks in which you should decide which tasks take up 25% of your time and which ones you can delegate.

2) OBJECTIVES OF THE TOOL

The following objectives are pursued through this activity:

- Identify tasks that can be delegated.
- Achieve time optimisation by delegating tasks.
- Achieve greater productivity by delegating tasks.

3) CONNECTION OF THE TOOL WITH THE ENEMY

Learning to identify the tasks that can be delegated is a very important procedure in the area of delegation. In this way, entrepreneurs can use the time that would have been taken up by that activity to carry out other activities more suited to their position in the company. In addition, the trust of the team is gained and they feel involved in the company.

4) RESOURCES & MATERIALS

In order to carry out this activity, the following will be necessary:

- Exercise template (at the end of the document)
- Pen or pencil
- Calculator (if necessary).



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5) IMPLEMENTATION OF THE TOOL


- **Step 1, duration: about 30 minutes:** Make a list of the tasks you do during the week. This list should contain all the tasks as well as the time spent on each of them, so that a map of what you are spending your time on during the week can be established. For this, you can use the template attached at the end of this document.
- **Step 2. Duration: about 20 minutes:** determine a set of delegable tasks that represent 25% of your working time. (Clarification: A week, subtracting the hours of sleep (8 hours a day), will have a total of 112 hours, so the 25% should have a total of 28 hours that will be the tasks to delegate).
- **Step 3, about 10 minutes:** start delegating these tasks. To do this, consider your co-workers, their skills and abilities, so that the best people are chosen to carry out each task.

6) WHAT TO LEARN

Through this activity, an entrepreneur can realise that most of his or her time is dedicated to tasks that are not typical of a leader, which prevents other tasks that may be more important from being carried out.

It is also very important to analyse what the 25% of time freed up from tasks is going to be used for, whether it be other more important tasks, establishing strategies, having more free time, personal development... in short, other activities that can favour both growth and development in the business world.





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