

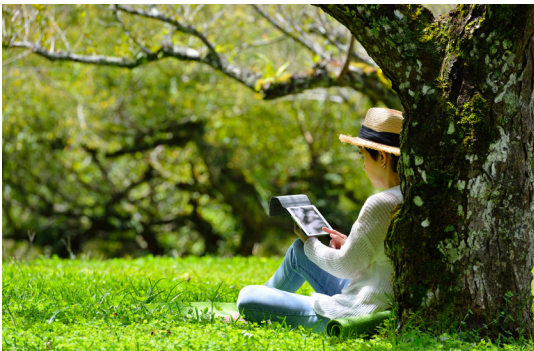
Motivation

4th Quarter 2017 Manager Newsletter



The art of delegation

The best managers understand it takes a village to get work done. One person can't do everything or be in control all the time. **Read more on quick and easy steps to become the kind of manager everyone wants to work for...**



Five healthy ways to unwind after a tough day at work

Sometimes being a manager makes for a tough day — or week — at work. **Find healthy ways to unwind...**



Get your team ready for the new year

There's still some time left in this year. **Find more information on ways you can spend that time to plant seeds for a successful year ahead...**

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The art of delegation



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It's hard to be a manager. You have a lot to do. You're responsible for making sure things are done well. Chances are you were promoted into a manager role because you're good at what you do. You work hard, you get things done and people know they can go to you.

No one can do it all

There's an old adage, "If you want it done right, do it yourself." And it's only natural to find comfort in doing things yourself. After all, you know it will be done the way you like it.

But what happens when your desire for control keeps you from letting go of projects? The most obvious consequence is that you likely take on too much. And this can lead to stress and burnout.

Controlling managers also risk micro-managing their staff. Trying to oversee every detail of a project can frustrate employees and interfere with the work. Even worse, a micro-manager might delegate a task only to take it back. Micro-managing is a great way to kill morale and stunt employees' professional growth.

Share the load

The best managers understand it takes a village to get work done. One person can't do everything or be in control all the time. Here are some quick and easy steps to become the kind of manager everyone wants to work for:

- **Make a list of tasks.** Keep the ones that are critical for yourself. Delegate the tasks that are important but not critical.

- **Agree on deadlines with those to whom you delegate tasks.** Leave yourself time to review their work.
- **Choose the best person to work on the project.** Try to match employee interests and talents with tasks.
- **Give employees the authority and responsibility to complete the project.** Make sure your staff have room to make mistakes, learn and be effective.
- **Make sure your employees have the training and resources to work on their projects.** Try to remove barriers that will get in the way of a successful effort.
- **Ask for regular progress reports.** Discuss successes and challenges. Allow your employees to find solutions for issues.
- **Allow your employees to fail.** Failure is the best teacher. If the project is critical and failure isn't an option, you shouldn't delegate it.
- **Once it's complete, meet with the employee in charge for a final review of the project.** Discuss what worked and what didn't.
- **Say thank you for a job well done.** Appreciation can go a long way. Be sure to express your thanks.

It might be hard to relinquish control, but delegation can lighten your workload and empower your staff. Over time, it will help your employees gain more skills. And this will leave you with not only a more talented workforce, but more time on your hands.

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Five healthy ways to unwind after a tough day at work



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Sometimes being a manager makes for a tough day — or week — at work. Maybe you had to make a decision or enforce a policy that wasn't popular with your team. Or maybe the budget needs cutting and you want to make sure everyone's job stays safe.

See if something from this list can act as a pick-you-up:

- 1. Call a friend.** You may be able to get in a little venting, but be sure to listen, too. Use the time to catch up on what's new in his or her life. You'll likely feel better if you take some time to focus on someone else. It can make the world seem a bit bigger.
- 2. Enjoy a hobby.** Having a rich life outside work helps you keep your balance. What do you love to do? How much time do you spend doing it? If the answer is "not enough," see if you can increase it a little at a time, especially if work stress is sapping your energy. That's often when you most need a healthy escape.
- 3. Listen to your favorite music.** It doesn't matter if that means singing along on the freeway or using headphones at home if those around you prefer quiet. Music can boost your mood and take your mind off everything.
- 4. Read a good book.** Reading opens the door to new ideas. And it gets you out of your own head. Yes, audio books count!
- 5. Exercise.** Burning calories can help release bottled-up stress. Bonus points if you work out with a friend or family member.

While these are tips for de-stressing after a hard day, they're also great ways to spend time on a good day. Making them habits can help you be a happier and more resilient person.

Finding healthy ways to unwind gives you a go-to plan when times get tough. It can help make your best days better, too.

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Get your team ready for the new year



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2017 is almost history. Bring on 2018!

But not so fast. There's still some time left in this year. Here are five ways you can spend that time to plant seeds for a successful year ahead.

- **Listen.** Take some time to gather feedback. What's been working well? Where is there room for improvement? Are team members feeling too much stress or are they not challenged enough? Where would they like new development opportunities? What were their biggest successes for the year? What were the biggest lessons learned?
- **Reflect.** Look back on the year in the context of your team's comments. Have you gained a new perspective on things? Does the feedback inspire new solutions you can test and try out in the upcoming year? Or does it reveal an opportunity to meet needs in different ways? Reflecting isn't just replaying what you've already been thinking. Look at problems from all angles and see if new light can show you a new way.
- **Share.** Let your team know what challenges you've been facing. Give them an idea of what you're expecting for the upcoming year. And give them a team vision that also aligns with their own goals as much as possible.
- **Prioritize.** Aim to begin the new year with big impact projects. If you've found a way to make a big difference that doesn't require a big effort, all the better. Starting the year with a win can boost your team's morale.
- **Energize.** Show your team how what they do matters. Do customers send compliments? Share them! Has your team's work made a difference? Show them! Did team members suggest ideas that can make work more fun? Try them!

The end of the year tends to be a natural time to reflect on successes and challenges. Involving your team in your reflections can help inspire growth, change and positive engagement.

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